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## 2021 Photography Internship

The Photography Intern works independently and collaboratively with supervisors, fellow interns and external departments to organize Lakeside Chautauqua's growing picture database. This internship requires a working knowledge of Adobe Creative Suite, photography basics and digital camera components, as well as shooting and editing skills.

The intern is responsible for shooting and editing photos daily. This individual should have experience shooting on location outdoors and indoors, making creative decisions and demonstrating aesthetic and technical skills. The ideal candidate possesses the ability to work in a focused and independent environment; takes direction and critiques with grace; is a highly organized, self-motivated individual capable of meeting strict deadlines; possess excellent time management, communication and leadership skills. The intern's work may be featured on the Lakeside Chautauqua website, social media channels, blog, weekly newspaper, print communications, annual Calendar of Events brochure, advertisements, etc.

*Please note: This internship runs from May 11-August 21 (or later preferred). This internship also requires flexibility, as the intern is expected to work days, some evenings and weekends, and all summer holidays, including Memorial Day weekend and Fourth of July.*

### ESSENTIAL DUTIES & RESPONSIBILITIES (PLUS OTHER DUTIES AS ASSIGNED):

- Photograph all events based on programming schedule, working days, some nights and weekends, and all summer holidays (community events, evening concerts, lectures, recreational activities, children's programming, worship services, etc.)
- Download, edit and organize all picture files on Dropbox and upload to social media
- Manage annual Photo Contest entries and follow up communications
- Submit photos to the Newspaper Publication Design Intern weekly
- Establish a photography project to carry out throughout the summer
- Attend meetings and potentially lead meetings
- Create picture checklists for various projects (web banners, stock pictures, Calendar of Events brochure, etc.)
- Organize pictures for annual Calendar of Events brochure
- Take headshots of staff for the website and blog
- Photograph food items from Hotel Lakeside Dining Room, Slack House Historic Café, and the Lakeside Grill
- Distribute the *Lakesider* newspaper on Fridays
- Edit and update the policy and procedures manual for the internship position

### ADDITIONAL OPPORTUNITIES:

- Create infographics, photo collages, banner pictures and slideshows for use on the website, social media and blog
- Layout postcards, invitations, flyers, posters and other print communications for special events
- Develop goals related to your internship; present your progress to the Marketing staff
- Assist with community events as needed, including set up, execution and tear down

**HOW TO APPLY:** Applicants must submit a cover letter, resume and minimum of 3 professional references (name, title and phone number) and 3 photography samples (action, low light, portrait, candid, food, etc.). Only electronic submissions will be accepted, including follow-up. Send materials to [internships@lakesideohio.com](mailto:internships@lakesideohio.com). In the subject line, indicate the internship position that interests you. If you qualify for more than 1 position, please indicate in your cover letter and subject line; limit of 2. Applications are accepted until positions are filled. Priority consideration will be given to early applications.