



236 Walnut Avenue
Lakeside, OH 43440
internships@lakesideohio.com
www.lakesideohio.com
www.facebook.com/lakesideohio
www.instagram.com/lakesideohio
blog.lakesideohio.com

2019 Lakeside Leadership Academy (Internship)

WHAT IS LAKESIDE CHAUTAUQUA?

Lakeside Chautauqua is a nonprofit organization that engages all ages in a year-round Chautauqua experience dedicated to nurturing mind, body and spirit. Located halfway between Cleveland and Toledo, it is a historic community that offers programming in religion, education, cultural arts and recreation during the summer. With daily concerts, special events, lectures, shuffleboard, tennis, waterfront activities, cottages, hotels, shops and restaurants, Lakeside Chautauqua remains a year-round retreat for generations of families. On your days off, visit nearby Cedar Point, Put-in-Bay, Kelleys Island, the Marblehead Lighthouse and other local attractions.

Our mission is “to enrich the quality of life for all people, to foster traditional Christian values and nurture relationships through opportunities for renewal and growth...spiritually, intellectually, culturally and physically...while preserving Lakeside's heritage.”

2019 INTERNSHIP OPPORTUNITIES

- Accounting/IT Support
- Advancement Events
- Arts/Entertainment Management
- Conference & Event Planning
- Educational Event Planning/Promotions
- Environmental
- Guest Services
- Horticulture
- Hospitality Management
- Marketing & Analytics
- Newspaper Publication Design
- Photography
- Programming/Religious Life
- Recreation
- Video
- Wellness

COMPENSATION & INCENTIVES

Lakeside Chautauqua offers a competitive internship compensation package, which includes a \$2,000 seasonal stipend, shared housing (rent, water, electric and cable/Internet included), Season Pass and Season Auto Pass to attend summer programming at Lakeside.

ELIGIBILITY & TIME COMMITMENT

The ideal candidate is enrolled in a college/university with having completed at least one year of an undergraduate degree. Graduate students and recent college graduates are also accepted. Interns are required to work days, evenings, weekends and all summer holidays from May 12 (at least) to August 16 (or later). Work schedules are determined by supervisors; some positions require a 10-hour work day. It is preferred that interns are not enrolled in summer classes while working at Lakeside.

HOW TO APPLY:

Applicants must submit:

- Cover letter
- Resume
- 3 Professional references (name and contact information)
- Writing and/or design samples (if required for position)

Only electronic submissions will be accepted, including follow-up. Send materials to 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. Recruitment begins in December, and applications are accepted until positions are filled, usually by early March. Priority consideration will be given to early applications.



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2019 Arts/Entertainment Management Intern

The Arts/Entertainment Management Intern assists in the coordination of activities and operations of the Programming Department. The intern reports directly to the Vice President of Arts Programming with regards to all aspects of the position.

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

- Assist in arranging final event details for Hoover Auditorium entertainment and other Programming Department events including lodging, hospitality and meal logistics
- Manage merchandise sales, before and after Hoover events, for entertainers requiring onsite merchandise personnel; recruit volunteers as needed to assist with merchandise sales; track and deposit all merchandise revenue; coordinate product shipments to and from artists
- Work as part of Hoover Stage Crew for evening events as needed
- Meet with artists and do the pre-show welcome announcement for Sunday's 'Family Night in the Park' shows
- Assist with logistics and events related to the Lakeside Symphony Orchestra programming
- Create PowerPoint slideshows for any Lakeside Symphony concerts requiring visual content
- Coordinate outreach activities with local organizations for select programs
- Coordinate all details of the Lakeside Art Show; create database of all entrants and their artwork; communicate all show details to entrants and volunteers; create binder of all artists' biographies to share with attendees; create all tags for artwork; work with local art teacher to secure children's entries; coordinate and manage art intake and hanging, as well as art pickup at end of show; arrange details of art show sales and track revenue; recruit and schedule volunteers to man the gallery hours and art sales; and assist judge with award selection and announce awards at Art Show Opening
- Assist with the Lakeside Photography Show as determined by show coordinator
- Assist with Plein Air Art Festival and Blues, Views & BBQ event as determined by event coordinator
- Assist with problem solving for programming as unique situations arise
- Be proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Outlook, etc.)
- Assist in providing a safe atmosphere for all entertainers, guests and employees participating in events
- Ensure customer relations and guest satisfaction are of the highest priority with all staff
- Participate in all LLA activities, forums and gatherings throughout the summer
- Make an oral presentation to the Lakeside Chautauqua staff regarding summer internship experience

HOW TO APPLY: Applicants must submit a cover letter, resume and minimum of 3 professional references (name, title and phone number). Only electronic submissions will be accepted, including follow-up. Send materials to 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. Recruitment begins in December, and applications are accepted until positions are filled, usually by early March. Priority consideration will be given to early applications.