



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.



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

2019 Conference & Event Planning Internship

The Conference & Event Planning Intern assists the Conference & Event Planning Manager and the Conference & Event Planning Coordinator in the coordination of all events that take place in Lakeside Chautauqua. Events include youth camps, family reunions, weddings, anniversaries, private parties, conferences, business meetings, retreats and many internal events. Internal events include major weekend attractions such as Memorial Day weekend events, Fourth of July events, Lakeside Wooden Boat Show, Plein Air Art Festival, etc.

The coordination begins from the time of booking through event follow-up. The Conference & Event Planning Internship requires a high level of administrative duties involving database management of contacts, room set up/tear down, banquet services, timeline and invoicing. This individual is highly involved on location with each event.

Duties include greeting guests, ensuring the event runs smoothly and efficiently, and solving problems as they arise. It is preferred that this individual must be a current student in the hospitality, guest services, tourism, event planning or business fields seeking a career in event management. Juniors or graduating seniors are preferred.

Please note: This internship runs from May 12-August 16 (or later preferred). This internship requires flexibility, as the intern is expected to work days, evenings, weekends and all summer holidays, including Memorial Day weekend and Fourth of July, often 10-hour days, based on scheduled events.

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

- Interface with existing and prospective clients to plan events, obtain details and disperse contracts
- Assist clients with detail review and modifications in database system through event completion
- Organize and fully execute details for the Wooden Boat Show
- Work through and handle guest conflicts in a professional and calm manner
- Negotiate menu and pricing with caterer, as well as coordinate and run chef summaries
- Provide excellent customer service to clients, fielding around 15+ calls and 15+ emails daily
- Request, complete and record deposits and final payments in database system and for the Finance Department
- Coordinate all sales-related activity by negotiating food, facility and accommodations pricing
- Organize and conduct Event Team meetings with details, process changes and work order specifications
- Update weekly checklists and tasks
- Manage and provide support to Event Team setup and teardown, as well as facility cleaning
- Liaison with groups to ensure high quality service, facility cleanliness and accommodations needs
- Take event details for internal events, including Advancement and Programming events, as well as reservations for boat charters
- Conduct guest follow-up, including thank you notes, surveys, calls, reimbursement solutions and revenue forms
- Coordinate, book and manage supply inventory, including linens and other purchases
- Lead tours of the Lakeside grounds for potential clients
- Participate in all LLA activities, forums and gatherings
- 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.