



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 Educational Event Planning/Promotions Internship

The Educational Event Planning/Promotions Intern assists in the planning, implementation and evaluation of education programs, including a lecture series, seminars, workshops, author visits and youth programs. In addition, the intern performs a variety of functions to promote and support the quality of Lakeside's educational programs. The intern reports directly to the Director of Educational Programming. The ideal candidate is an undergraduate student with strong leadership, writing, organization, event planning, public speaking and technology skills. All majors are considered.

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

Event Planning & Execution:

- Perform administrative work related to education programs including, organizing speaker paperwork, following up on missing information, preparing speaker final confirmations and preparing packets for speakers' arrival
- Ensure facility set up is appropriate for speaker and audience needs, including audio visual, seating and handouts; reset facility upon completion of programs
- Prepare lecture handouts, evaluation forms and additional materials
- Interact with speakers and audience members prior to and after programs to ensure all needs are met; follow up appropriately when needs are not met
- Write and present professional speaker introductions
- Monitor programs and assist speakers/attendees as needed
- Track attendance and summarize evaluations for each education program
- Contribute to researching potential speakers for future seasons

Promotions:

- Promote Education programs through multiple channels, including, social media, articles for Lakeside's weekly newspaper, targeted marketing, press releases to local newspapers, brochures, signs, etc.
- Contribute to maintenance of the Education Department website to ensure up-to-date content

Additional:

- Assist with childcare for the West Ohio Conference (three-day event in early June)
- Offer suggestions for educational program improvements
- Participate in all LLA activities, forums and gatherings
- Make an oral presentation to the Lakeside Chautauqua staff regarding summer internship experience
- Some evening/weekend work is required for this position

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.