



236 Walnut Avenue  
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www.lakesideohio.com  
www.facebook.com/lakesideohio  
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## ***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](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. 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 Newspaper/Publication Design Internship

The Newspaper/Publication Design Intern's first and largest responsibility is to write, layout, design, proofread, edit, publish and distribute the *Lakesider*, the weekly 16-20-page community newspaper. This internship requires a working knowledge of Adobe InDesign and Photoshop; Illustrator and familiarization with AP style are pluses. This intern will be hired to manage the operations of the newspaper.

The ideal candidate possesses excellent design, writing, editing, time management, communication and leadership skills; maintains the ability to work in a focused and independent environment; ability to contribute to a team environment; and is a highly organized, self-motivated individual capable of meeting strict deadlines. Reliable transportation for off-site delivery of the newspaper is required. Photography skills are a plus.

*Please note: This internship runs from May 12-August 16 (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):

- Write, layout, design, proofread, edit and publish pages of the weekly *Lakesider* newspaper
- Enforce deadlines for content and pictures
- Edit article submissions from departments, organizations and contributors
- Confirm details with departments, organizations and contributors via email or phone; update contact database
- Maintain a professional relationship with the publisher, and serve as contact for publication each week
- Create in-house ad designs for advertisers
- Conduct interviews, edit and write *Lakesider* articles and blogs
- Attend weekly *Lakesider* layout and photo meetings
- Willingness to work extended hours as needed to meet strict publishing deadlines
- Complete weekly checklists to maintain *Lakesider* processes and guidelines, as well as brand standards
- Distribute the *Lakesider* newspaper on Fridays
- Assist Photography Intern in photographing special events, working some nights, weekends and all summer holidays
- Edit and update the policy and procedures manual for the internship position
- Participate in all LLA activities and gatherings
- Make an oral presentation to the Lakeside Chautauqua staff regarding summer internship experience

### ADDITIONAL OPPORTUNITIES:

- Explore personal strengths with the *StrengthsFinder 2.0* assessment, activities and workbook
- Create infographics for use on website, social media and blog as needed
- Design handouts, posters and postcards as needed
- Develop goals related to your internship; present your progress to the Advancement & Communications 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 design samples and 1 writing sample that are relevant to the position. 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. Recruitment begins in December, and applications are accepted until positions are filled, usually by early March. Priority consideration will be given to early applications.