



236 Walnut Avenue  
Lakeside, OH 43440  
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www.lakesideohio.com  
www.facebook.com/lakesideohio  
www.instagram.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 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 critics 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, blog, weekly newspaper, print communications, annual Calendar of Events brochure, advertisements, etc.

*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):

- 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 pictures 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 photo 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
- Distribute the *Lakesider* newspaper on Fridays
- 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, 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 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 photography samples (action, low light, portrait, candid, etc.). 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.