



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 Video Internship

The Video Intern works independently and collaboratively with supervisors, fellow interns and internal departments to organize Lakeside Chautauqua's growing video database. This internship requires a working knowledge of Adobe Creative Suite, video shooting and editing, and DSLR camera and video components.

The intern is responsible for interviewing community members, writing scripts, shooting and editing video content daily. This individual should have experience editing in a range of content formats, shooting on location outdoors and indoors, making creative decisions, script writing and demonstrating aesthetic and technical skills. The ideal candidate can take direction and make creative and technique decisions; maintains the ability to work in a focused and independent environment; takes direction and critiques with grace; is highly organized, personable and self-motivated; capable of meeting strict deadlines; and possesses excellent communication, time management and leadership skills. The intern's work may be featured on the website, social media, blog and other digital platforms. Aerial video and drone experience is 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):

- Interview guests, staff, donors and community members
- Write scripts
- Film, edit and post promotional or testimonial videos
- Download, edit and organize all video files on Dropbox
- Work closely with the Digital Communications Coordinator to upload videos across all marketing channels (social media, YouTube, e-newsletters, digital ads, etc.)
- Assist in Facebook live videos and Instagram stories
- Manage YouTube account
- Work with Programming Department to film events
- Create short motion graphics and animations
- Establish a video project to work throughout the summer
- Assist Photography Intern in photographing special events, working some nights, weekends and all summer holidays
- 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
- 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 video samples that show the range of your abilities (promotional, interview, motion graphics, animations, 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.