HONEYWELL
ARTS & ENTERTAINMENT

Summer Program Experience Administrator (Independent Contractor)

Honeywell Arts Academy is seeking an organized, proactive, and collaborative independent contractor to support the planning and onsite execution of its 2027 summer programs. This role is ideal for someone who enjoys coordinating logistics, building relationships, and creating a welcoming experience for artists, faculty, and participants.

Key Responsibilities

- Assist with program planning, scheduling, administrative preparation, and participant communications.
- Coordinate logistics related to accommodations, meals, transportation, and program materials.
- Support daily schedules, activities, and onsite program operations.
- Serve as a point of contact for artists, faculty, and participants, helping address questions and logistical needs.
- Collaborate with Academy staff to respond to changing needs and ensure a seamless, hospitable program experience.

Ideal Candidate

- Highly organized, dependable, and attentive to detail.
- An effective communicator who enjoys working with diverse groups of people.
- Proactive, adaptable, and comfortable managing multiple priorities.
- Able to work independently while collaborating with a small team.
- Experience in event coordination, arts administration, hospitality, education, or program management is preferred.

Time Commitment & Compensation

- **Remote preparation:** Approximately 2–3 hours per week, March–May 2027.
- **Onsite commitment:** May 29–June 6, 2027, in Wabash, Indiana.
- **Total compensation:** $4,800, paid in two installments of $1,200 in May 2027 and $3,600 on June 10, 2027.
- **Onsite support:** Room, board, and meals provided during the onsite program period. Additional program-related expenses will be covered as outlined in the independent contractor agreement.

About Honeywell Arts Academy

Honeywell Arts Academy brings together emerging artists and distinguished faculty for an immersive experience centered on music, mentorship, and artistic growth. The Summer Program

Experience Administrator will play an important role in supporting this experience and helping participants feel welcomed, connected, and prepared to thrive.

How to Express Interest
Interested candidates are invited to submit their resume to Director of Honeywell Arts Academy: Emily Meyer, emeyer@honeywellarts.org