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| <b>Title:</b>       | <b>Honeywell Arts Academy Intern</b>   |
| <b>Reports To:</b>  | <b>Director Honeywell Arts Academy</b> |
| <b>FLSA Status:</b> | <b>Non-exempt: Part-Time, Stipend</b>  |

## Overview:

The Honeywell Arts Academy is founded on a philosophy called “Sharing of Knowledge”, breaking down barriers of the typical teacher student relationship, realizing the value of shared knowledge. The Honeywell Arts Academy Intern is motivated and creative, currently pursuing an undergraduate or graduate degree in Arts Administration or related field.

The Honeywell Arts Academy internship is an eight-week internship that runs from April 20, 2026 through June 15, 2026. The Honeywell Arts Academy Intern will be onsite in Wabash, Indiana for Academy activities and events from June 1-14, 2026 with room and board as well as a stipend provided. All other program requirements will be completed virtually. Approximately 15-20 hours of work per week are anticipated. This internship provides a unique opportunity to gain true hands on knowledge on how to effectively execute a summer arts program. Honeywell Arts Academy is a full-scholarship emerging artist institute. The Academy identifies and propels innovative musicians into the music industry through musical and entrepreneurial education, as well as performance opportunities.

## Essential Duties and Responsibilities (Note: Other duties may be assigned)

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Assists the Academy team with accomplishing tasks to develop and streamline processes
- Conducts market research in healing arts, industry standards with application processes, and identification of prospective applicants
- Works on assigned 8-week project to be submitted upon completion of the internship
- Organizes calendars and drafts lesson schedules
- Organizes fellowship scholar press assets
- Creates a proposed social media calendar and drafts social media posts with provided guidelines
- Collects program information including cover art, sponsor, performer, and selections
- Ensures that facilities are appropriately set for each day’s activities
- Acts as artist liaison throughout the festival

*Responsibilities are subject to change and increase as the position evolves.*

## Knowledge, Skills and Abilities

*The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Professional interpersonal, written, and verbal communication skills
- Proactive and adaptable with the ability to work under pressure to meet deadlines in a fast-paced environment
- Strong public relations writing skills
- Ability to tell the company's story
- Familiar with managing social media platforms for a business
- Strong team player who works well with others to achieve optimal results
- Highly resourceful with the ability to also be extremely effective independently
- Excellent organizational skills and attention to detail
- Strong work ethic
- Ability to perform and prioritize multiple tasks seamlessly
- Ability to build relationships with the team
- Actively seeks opportunities and proposes solutions
- Strong computer skills
- Microsoft Office and Excel proficiency
- Understanding of social media platforms
- Ability to develop new relationships in a social setting

## **Education and/or Experience**

Must be currently enrolled in undergraduate or graduate degree program in Arts Administration or related field

## **Environment and Physical Demands**

*The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Office environment
- Utilizing an office desk – sitting, reading, listening, or speaking with the ability to move intermittently throughout the day
- Constant walking and standing; frequent bending, stooping, and reaching
- Occasionally lift up to 50 lbs. with the ability to push or pull more than 50 lbs.
- Ability to work in a fast-paced environment
- Strong sensory skills, such as good eyesight, good hearing, and dexterity
- Ability to operate office equipment, including computers, copiers, fax machines, and phones

## **Other Requirements**

Position will require evening and weekend hours