



POSITION OPENING – Southport, CT or Sacramento, CA

AMS Planning & Research Corp., a leading international consulting practice serving the arts, culture, and entertainment industries, has an immediate opening in our Southport, Connecticut or Sacramento, California office for an Analyst. The successful candidate will join a team of recognized thought leaders, professional management consultants, and researchers serving arts and culture organizations, service agencies, funders, and government entities across North America and, occasionally, around the world.

At AMS, we are committed to equity, diversity, and inclusion in our work environment and strongly encourage women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

AMS is seeking an individual who enjoys working with data, examining its various implications, synthesizing and effectively communicating key take-aways. Successful applicants will have an understanding of financial reports such as audits, budget-to-actuals, profit and loss statements, and form 990s. They will also be versed in survey development and analysis and various methods of community engagement and research.

Skills and Requirements

- Background in the arts, entertainment, arts administration, or not-for-profit administration is essential
- Experience in data collection and analysis
- Experience with data visualization and data storytelling
- Very strong written and verbal communication skills
- Very strong writing skills and ability to develop narrative reports, summaries, memos, and presentations on tight deadlines
- Ability to be flexible with work assignments and in the work environment
- Ability to travel

Responsibilities Include

- Industry and market research including interviews, surveys, literature reviews, and web research
- Compilation and distillation of financial, activity, demographic, and other data to answer questions, identify trends, and support project decision-making
- Synthesis and interpretation of findings from a variety of sources for a variety of audiences in reports and benchmarking studies
- Strong organizational skills
- Support for Principals, Directors, and Project Managers on a wide variety of project tasks



- As a small consulting practice, all staff members are required to take on duties that are not apparent in their individual job description. It is expected that each employee will always strive to complete tasks necessary to keep the firm operating successfully for the benefit of its clients; even if that includes working in areas with which they are not accustomed.

Analyst

Position requirements include:

- Background: a bachelor's degree and/or equivalent work experience and a demonstrated interest in arts and culture, and arts administration
- Analytical Skills: aptitude for using data and research to find conclusions; ability to develop and present 'idea graphics' and data visualization
- Digital Proficiency: extensive experience producing professional documentation in Microsoft Excel, Word, PowerPoint
- Excellent Communication and Interpersonal Skills: demonstrated ability to write and speak clearly to communicate complex ideas to different audiences

AMS's client base is diverse, and ease of engagement across disciplines and cultures is important. An interest in learning, pursuing ground-breaking ideas, and engaging in new experiences is crucial to success.

Experience in a producing or presenting organization, an arts service organization, or an arts center or museum is a benefit. An advanced degree in business, arts administration, or another related field is also advantageous. Candidates will be required to provide samples of relevant work, as well as professional and personal references. Salary range is \$50,000 – \$60,000. Excellent benefits are available. Regular travel is a part of this position.

Please send a letter of interest and resume by email to ams@ams-online.com by 6/30/2021. No phone calls, please.

AMS Planning & Research Corp. is an equal opportunity employer.