

AEA Consulting

Job Description – Consultant, Beacon, NY & London

Consultants lead AEA's research and analysis and project management work, while supporting business development and internal knowledge management and systems. Job duties include:

Research and Analysis

- Lead research and analysis efforts, design research protocols, oversee research analysts, and, often, directly undertake research
- Conduct project-related analysis, providing high-quality analysis of complex data
- Conduct stakeholder interviews and focus groups
- Draft reports and presentations
- Accompany principals to, and/or conduct client meetings as appropriate

Project Management

- Design project workplans
- Serve as project managers, overseeing all administrative and substantive details of project work and supporting the work of project directors and other team members
- Lead preparation for key client meetings
- Maintain an organized set of project files
- Draft project contracts
- Track project budgets

Internal Knowledge Management and Systems

- Contribute to knowledge management systems
- Contribute to the improvement of AEA systems and processes, including staying abreast of new technology trends and tools

Position Qualifications

- At least three years of professional experience in either business consulting or the cultural sector or related field (or a very good excuse for their absence); and demonstrated knowledge in one or more relevant areas (such as cultural planning, organizational development, and urban regeneration).



AEA Consulting

5 Hanna Lane, Unit 6 • Beacon, NY 12508
Tel: +1 845 765 8100

Somerset House, South Wing • Strand • London WC2R 1LA
Tel: +44 20 7257 9481

www.aeaconsulting.com

- Master's degree in arts, creative industries or related field or Bachelor's degree and substantive work experience. Second degree or minor in adjacent fields including business/finance, economics, real estate, urban planning, social science preferred
- Strong analytical and communication (especially writing) skills
- Strong presentational and technical skills (including fluency with Microsoft Word, PowerPoint, Excel, Adobe InDesign or other Creative Suite programs)
- Exceptional organizational skills, ability to focus, work efficiently and on multiple tasks in a stimulating, upbeat, yet often high-pressure environment
- Spoken and written fluency in English required; one additional language preferred (particularly Chinese, Arabic, and Spanish)

The successful candidate will be:

- Passionate about arts, culture, and creativity
- Intellectually curious
- Culturally sensitive and adaptable
- Entrepreneurial and driven
- Accustomed to working in a demanding, fast-paced environment
- Willing to travel

Salary and Benefits

Salary is commensurate with experience. Position benefits include:

- Potential for year-end performance bonus
- Contribution toward health insurance / pension (*depending on location*)
- 28 days paid leave
- Professional development budget

