

## **AEA Consulting**

### **Job Description – Research Analyst, Beacon, NY & London**

Research Analysts support AEA's consulting team across three practice areas: 1) research and analysis; 2) project management; and 3) internal knowledge management and systems. Job duties include:

#### **Research and Analysis**

- Undertake desk research
- Conduct literature reviews
- Gather data and undertake data analysis
- Assist consultants with focus groups
- Assist consultants with drafting of reports and presentations
- Format and assist with design of final deliverables,
- Provide administrative support to consulting team members
- Accompany consultants to client meetings as appropriate

#### **Project Management**

- Provide administrative support to project directors, managers and team members
- Assist in preparation for key client meetings
- Assist project team members with organization of project files

#### **Internal Knowledge Management & Systems**

- Maintain, and update as required, AEA marketing documents and similar collateral materials
- 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**

- Undergraduate degree in arts, creative industries or related field; master's degree or equivalent work experience preferred. Second degree or minor in adjacent fields including business/finance, economics, real estate, urban planning, social science preferred....or the other way around. (That is to say we like people who combine arts and humanities with something analytical and gritty.)
- Previous work experience or meaningful internships in arts administration, consulting, or related field



#### **AEA Consulting**

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- Strong analytical and communication 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, 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

