

Job Posting – August 2021

## **AEA Consulting Consultant – New York or London**

AEA Consulting is a global consulting firm setting the standard in strategy and planning for the cultural and creative sector. We are currently seeking exceptional candidates for the position of Consultant to join us in our mission *to harness the power of art, culture, and creativity to realize the full potential of people and places around the world.*

Consultants are crucial consulting team members who drive AEA's project delivery and project management work, while supporting business development and internal knowledge management and systems.

This is a full-time, salaried position with an attractive package of benefits. We are currently seeking to fill a position working either with our teams centered in Beacon, New York, USA or in London, UK – though following the COVID-19 pandemic, our team now works remotely.

As a Consultant at AEA, you are a talented, culturally engaged, and culturally sensitive problem solver. You are passionate about the arts, culture, and the creative industries, and want to help our clients succeed. You're a hard worker who takes initiative, and you are comfortable and effective working both independently and as a member of a team. You are curious, creative, and analytical. You are diplomatic, mature, emotionally intelligent, and exercise good judgment in ambiguous situations. You are not afraid to question received wisdom. You thrive in a genuinely fast-paced environment that presents you with new and intriguing problems to solve on a daily basis.

AEA provides training and professional development opportunities that help Consultants continue to learn within and beyond the sector, expand their horizons, and grow toward future opportunities, potentially as Senior Consultants or further within firm leadership.

AEA is committed to diversity and inclusion and to a more equitable arts and cultural sector. Our work requires a team that together represents a diversity of perspectives and lived experiences. Candidates from populations underrepresented in the arts and in management consulting are strongly encouraged to apply.

### **Position Description**

Consultants are key participants in project execution and project management within our highly regarded international consulting business. Primary responsibilities include:

#### **Project Delivery**

Execute project workplans, including but not limited to:

- Design protocols for research & analysis
- Undertake research and analysis, including case studies, data collection, benchmark analysis, literature reviews, stakeholder interviews and focus groups,



**AEA Consulting**

- Financial analysis and modeling
- Provide high-quality analysis of complex data
- Synthesize and communicate findings effectively
- Develop compelling draft reports and presentations in PowerPoint and Word
- Attend client meetings with senior consultants and principals; and conduct client meetings as appropriate
- Manage the work of research analysts and other project team members

### **Project Management**

- Design and monitor project workplans
- Serve as project managers, overseeing all administrative and substantive details of project work; managing deadlines; 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

### **Business Development**

- Contribute to project proposals in response to RFPs and participate in interviews, as appropriate
- Attend and participate in weekly discussions of proposals and prospects
- Contribute to identification and cultivation of potential new business prospects
- Assist with AEA marketing and communications efforts, including periodic contributions to monthly newsletter, *The Platform*, and weekly *Dispatches*

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

- Keep abreast of news and trends in global arts and culture, and related fields
- Contribute to AEA's internal knowledge management, including developing project "postmortems" with team members and leading periodic project case study learning sessions
- Contribute to the improvement of AEA systems and processes, including staying abreast of new technology trends and tools
- Participate in, and contribute to, annual corporate strategy retreats

### **Position Qualifications**

- Passion for solving problems to help our clients maximize their impact



- Intellectual curiosity, as represented by an undergraduate degree in a relevant field. A Master's degree is a plus, but not a requirement. Relevant fields may include – but are not limited to – arts, humanities, creative industries, business / finance / economics, or architecture / design / urban planning
- Substantive knowledge of arts and culture, and its organizational infrastructure, as demonstrated by relevant past experience. This can include, but is not limited to:
  - Previous work experience in arts administration
  - A degree in an arts, humanities, or creative industries subject
  - Significant, engaged volunteer experience (e.g. active Board participation)
  - Non-traditional experiences that have built character and demonstrate interest in the field
- Strong analytical skills, with an ability to analyze information in a clear way and help structure tasks to guide junior staff
- Excellent communication skills, both written and verbal, in order to clearly communicate to both clients and internal teams
- Exceptional organizational skills in order to take initiative and often work independently – with an ability to focus, work efficiently, and take on multiple tasks in a stimulating, upbeat, yet often high-pressure environment
- Strong presentational and technical skills, including fluency with Microsoft Word, PowerPoint, and Excel. Experience with design-oriented programs such as Adobe InDesign or other Creative Suite applications or data analysis software (e.g. R, Tableau, SPSS, Python, etc.) is a plus
- Willingness to travel, including internationally
- Spoken and written fluency in English required. Additional language(s) are preferred but not a prerequisite

*While there is no rule, typical candidates will have between four and six years of previous work experience.*

## **Salary and Benefits**

AEA's compensation is competitive and commensurate with experience. Position benefits include:

- 29 days annual paid leave (holidays + vacation)
- Medical, dental, vision insurance (75% paid by AEA)
- 401(k) plans, with employer match / pension contributions
- Flexibility of remote work
- MacBook laptop + mobile phone



- Potential for year-end performance bonus
- Professional development budget; training and opportunities for advancement
- Semi-annual staff celebrations
- Working with a team of friendly, passionate intellectuals in a positive, supportive environment

### **To Apply**

Please submit a CV and cover letter highlighting your interest in and qualifications for the position to [jobs@aeaconsulting.com](mailto:jobs@aeaconsulting.com). Please include “Consultant” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

AEA is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, disability, or any other legally protected status recognized by federal, state or local law. Applicants from populations underrepresented in the arts and in management consulting are strongly encouraged to apply.

### **About AEA Consulting**

We are a global consulting firm setting the standard in strategy and planning for the cultural and creative industries, known for our candid and impartial advice that draws on deep knowledge of the cultural sector as well as robust research and analytical insight. Since 1991, we have successfully delivered more than 1,200 assignments in 40 countries, helping clients around the world plan and realize vital and sustainable cultural projects. Our core service offerings include concept development, cultural plans, business plans, feasibility studies, policy development, and strategic plans. AEA is stimulating and demanding. We offer our employees a high level of autonomy, flexibility and a full package of benefits; we have commensurate expectations for performance. More information on AEA can be found at [www.aeaconsulting.com](http://www.aeaconsulting.com).

