

AEA Consulting

Summer Analyst Program Beacon, NY or London

AEA Consulting seeks qualified applications for our 2019 Summer Analyst Program. Summer Analysts work closely with staff on current client projects, broader research, and internal knowledge management. Our goal is to provide summer analysts with a stimulating experience learning about cultural consulting, gaining workplace skills, and meaningfully contributing to our business.

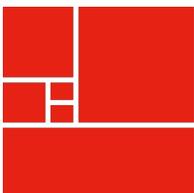
Specific tasks include:

- Supporting consultants with client projects, including undertaking contextual research, gathering data, preparing for client meetings, drafting client meeting summaries, assisting with financial modeling, data analysis, and the preparation of client deliverables;
- As appropriate, accompanying consultants to client meetings;
- Helping to manage and utilize AEA digital knowledge;
- Supporting the Global Cultural Districts Network;
- Reading and compiling cultural news for internal staff knowledge; and
- Other work as needed, including office miscellany.

The Summer Analyst Program takes place between Memorial Day and Labor Day each year. The exact start and end dates are flexible and will be determined with the chosen applicant, but should include work for at least ten weeks. This is a full-time (40 hours per week), paid (hourly) position located either in AEA's Beacon, NY or London office. Up to two Summer Analysts will be appointed.

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 1,000 assignments, 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 benefits; we have commensurate expectations for performance. More information on AEA can be found at www.aeaconsulting.com.



AEA Consulting

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Position Qualifications

The position is open to graduate students, recent college graduates, or rising seniors in the arts, arts administration, architecture, urban planning, business, economics, or another field related to AEA's work. We seek:

- Intellectual curiosity
- Strong analytical and communication skills
- Passion about arts and culture
- Exceptional organizational skills, ability to focus, work independently and efficiently in a stimulating, upbeat, yet often high-pressure environment
- Presentational and technical skills, including fluency with Microsoft applications. Experience with design applications (e.g., Photoshop, InDesign) a plus
- Spoken and written fluency in English required, with strong writing skills. Additional language fluencies a plus.

Selection Process

Applications will be accepted on a rolling basis through March 15, 2019. Finalists will be invited to our Beacon, NY office for an in-person interview (Skype interviews are possible if you are not currently in the region) and will be asked to submit two references and a writing sample.

Please submit the following as a single PDF file to jobs@aeaconsulting.com to be considered for the position:

- Cover Letter (no more than 2 pages) which describes:
 - Why you are interested in this position;
 - Why you think you are an ideal candidate for the position;
 - What you consider your strongest skills;
 - Your relevant interests and experience; and
 - When you are available for the internship, as well as your preferred start and end dates.
- Resume (no more than 1 page), which includes your GPA

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, handicap, or any other legally protected status recognized by federal, state or local law. Applicants from populations underrepresented in the arts are strongly encouraged to apply.