



POSITION OPENINGS – Project Manager & Analyst

AMS Planning & Research Corp., a leading international consulting practice serving the arts, culture, and entertainment industries, is seeking a qualified professionals for full-time employment as a Project Manager and 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. [Link to information about our Pathways to Consulting Fellowship program.](#)

AMS is seeking individuals who enjoy working with producers and presenters and using data, examining its various implications, synthesizing, and effectively communicating key take-aways. Successful applicants will understand 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.

Essential Skills and Requirements for all Positions

- Background in the arts, entertainment, arts administration, or not-for-profit administration
- Experience in data collection and analysis
- Experience with data visualization and data storytelling
- Strong computing skills are needed, especially:
 - Producing professional documents in Microsoft PowerPoint, Word, and Excel
 - Conducting online research
 - Spreadsheet modeling
 - Visualizing data in Excel, Tableau, and/or other tools
- Strong presentation and verbal communication skills
- Very strong writing skills and ability to develop narrative reports, summaries, memos, and presentations on tight deadlines

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.



Project Manager

Responsibilities Include

- Manage internal workflow, external client relationship, and project team and client communications, to ensure project success.
- Frame project key questions and guide industry, market, and primary research design, delegating tasks to members of the project team as appropriate and monitoring results
- Synthesize research inputs to address key questions and support project decision-making
- Establish desired outcomes and lead meetings, workshops, and other client/sector-facing activities

Qualification requirements include:

- A minimum of a Bachelor's degree is required; an advanced degree in business or arts administration is advantageous
- A minimum of at least three years of experience in consulting or employment in a producing or presenting organization, an arts service organization or an arts center or museum is required
- Relevant experience with planning, facilitation, and project management
- Ability to manage team including peers, subordinates, and senior leaders

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Candidates will be required to provide samples of relevant work, as well as professional and personal references. Salary range is \$70,000 – \$80,000. Bonuses and excellent benefits are available. Travel is a part of this position.

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

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



Analyst

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; data management
- 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

Qualification 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

Candidates will be required to provide samples of relevant work, as well as professional and personal references. Salary range is \$50,000 – \$60,000. Bonuses and excellent benefits are available. Travel is a part of this position.

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