Analyst or Senior Analyst

AMS Planning & Research Corp. - Southport, CT

Summary Description:

AMS Planning & Research Corp., a leading international consulting practice serving the arts, culture, and entertainment industries, has an immediate opening in our Southport, Connecticut office for an Analyst or Senior Analyst.

You 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.

Responsibilities for All Positions:

- 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
- Synthesis and interpretation of findings from a variety of sources for a variety of audiences in reports and benchmarking studies
- Support for principals, directors, and project managers on a wide variety of project tasks

Required Knowledge & Skills:

Analyst:

- Background: minimum of a bachelor’s degree and a demonstrated interest in arts and culture
- 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, Organizational and Interpersonal Skills: demonstrated ability to write and speak clearly to communicate complex ideas to different audiences

Senior Analyst:

- Background: minimum of a bachelor’s degree, at least 3 years’ job experience in a relevant position, and a demonstrated interest in arts and culture
- Analytical Skills: ability to design research and analyze results; experience with STATA and online demographic tools (or similar)
- Data Visualization: interest in and aptitude for the visual display of quantitative and qualitative information, including use of software and other tools for this purpose to develop and present ‘idea graphics’
- Digital Proficiency: extensive experience producing professional documentation in Microsoft Excel, Word, and PowerPoint
- Excellent Communication, Organizational and Interpersonal Skills: demonstrated ability to write and speak clearly to communicate complex ideas to different audiences

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.
Application Instructions:

Experience in a producing or presenting organization, an arts service organization, or an arts center or museum is a benefit. An advanced degree in business, arts administration, or another related field is advantageous. Candidates will be required to provide samples of relevant work, as well as professional and personal references. Salary is competitive, $50K+ and commensurate with experience. Excellent benefits are available, including health insurance and incentive compensation. Regular travel is a part of this position. Please send a letter of interest and resume to Lynette Turner, lturner@ams-online.com.

At AMS, we are committed to equity, diversity and inclusion in our work environment. We are an equal opportunity employer and through this lens, we particularly welcome applications from persons of color and members of historically underrepresented groups.