

Organization

Celebrating its 20th anniversary, Arts Consulting Group (ACG) is the leading provider of hands-on interim management, executive search, revenue enhancement, facilities & program planning, and organizational development services for the arts and culture industry. ACG consultants are located in communities throughout North America to best serve the needs of its clients. With decades of senior leadership experience in every artistic and cultural discipline and area of functional management, ACG team members flexibly adapt to clients' rapidly changing strategies, business models, and operating environments with recommendations that achieve positive results. ACG has an unwavering commitment to growing institutions, advancing arts and culture, and enhancing communities, with a goal to assist clients by achieving the delicate balance between cultural impacts and business sustainability.

Position Summary

Based in either ACG's Boston or San Diego office, the Leadership Transitions and Data Administrator (Administrator) will be a highly organized, detail oriented, and effective team member who will work closely with and provide operational and administrative support to the Leadership Transitions team. The Administrator will undertake an array of executive search-related administrative functions, a broad range of data entry and database management responsibilities, and special projects that advance the effectiveness and efficiency ACG's Leadership Transitions practice. Reporting to and working closely with the Senior Vice President, Leadership Transitions (SVP), this individual will play a key role in maintaining applicant and resume database information critical to ACG's operations, supporting the implementation of executive search and interim management processes. The Administrator's responsibilities will span the cycle of an executive search, from proposal development through candidate placement.

Roles and Responsibilities

Primary responsibilities include but are not limited to the following areas:

- Work with the SVP on client research leading to the creation of executive search and interim management proposals to meet client expectations and deadlines.
- Post job descriptions to various job posting websites.
- Receive and upload applicant materials, ensuring that applicant information is processed in a timely manner so that it can be screened and utilized by the Leadership Transitions team.
- With input from the SVP, devise protocols and procedures to ensure data accuracy in creating new records and in updating existing records on an ongoing basis.
- Perform candidate research and share candidate background data with the executive search project teams.
- Regularly update current database entries to include industry-available information.
- Develop reports and queries to identify past candidates who may be qualified for current searches or for interim management positions.
- Create executive search project email addresses and auto-responders to confirm receipt of applicant materials.
- Create links to online communication questionnaires for distribution by the executive search project lead.
- Email criminal background and education verification link information to candidates.
- Compile candidate materials for client Search Committees.
- With direction from the SVP, undertake projects that will help advance the executive search practice in both business development and operating procedures.
- Communicate on a regular basis with the SVP and all Leadership Transitions teams.
- Develop and follow firm methodologies, templates, and project reporting guidelines.
- Collect all email addresses from executive search projects and share with the Marketing and Communications Manager.
- Demonstrate outstanding computer proficiency for efficient and effective electronic communication and research.
- Perform other duties as needed.

Traits and Characteristics

The successful Administrator will be a motivated self-starter with the ability to work independently and with sound judgment to prioritize tasks and achieve desired outcomes. This individual will be organized and detail oriented with highly evolved planning and systemization abilities. The Administrator must be adept at simultaneously implementing multiple projects with efficiency and accuracy. A flexible team player, this individual can communicate effectively and work in a dynamic, fast-paced environment while supporting the mission, vision, and values of ACG.

Qualifications

A Bachelor's degree is required with a minimum of three to five years of applicable experience. Exceptional organizational skills and the ability to manage multiple projects with a high degree of speed, accuracy, and autonomy are required. Excellent computer skills, including Office 365 (web and desktop applications of Word, Excel, PowerPoint, and One Drive), database software (FileFinder or similar), and online candidate research tools, are expected. An interest and understanding of arts and culture organizations is preferred.

Compensation and Benefits

A competitive compensation package commensurate with experience includes medical, dental, and vision insurance, paid time off, and other benefits as available.

Applications and Inquiries

Please submit a cover letter and resume (electronic submissions only) outlining specific experience and demonstrable accomplishments to:

Martin Bragg
Senior Vice President, Leadership Transitions



292 Newbury Street, Suite 315
Boston, MA 02115-2801
Tel (888) 234.4236 Ext. 205
Email administrator@ArtsConsulting.com

**Arts Consulting Group is an equal opportunity employer
that welcomes qualified applicants and values diversity of all kinds.**