

Organization

Arts Consulting Group (ACG) is the leading provider of hands-on interim management, executive search, revenue enhancement, strategic planning & community engagement, facilities & program planning, and other capacity building services for the arts and culture industry. Founded in 1997, ACG is a full-service firm that effectively works with a wide range of nonprofit organizations, universities, government agencies, and for-profit entities that operate in the creative industries. The firm takes a contemporary approach to client challenges and opportunities focused on growing institutions, advancing arts and culture, and enhancing communities. ACG senior team members have leadership experience in every type of artistic and cultural discipline, and they seamlessly adapt to clients' rapidly changing strategies, business models, and operating environments.

ACG's commitment to Inclusion, Diversity, Equity, Access, and Success (IDEAS) means that team members work closely with each client to understand the intersectionality of programs, audiences, educational activities, governance, and management with a clear focus on the communities these organizations seek to serve. Each client is unique and therefore these areas require careful discussion and consensus within the organization to ensure clarity at the launch of and throughout any consulting process. ACG also actively engaged in ongoing collective internal growth and team improvement around IDEAS principles with formal training and research focused on broader societal understanding and learning.

The firm currently has locations in Boston, Calgary, Chicago, Dallas, Los Angeles, New York, Portland, Raleigh, San Diego, San Francisco, Seattle, St. Louis, Tampa, Toronto, Vancouver, and Washington DC. ACG employees and consultants are embedded in communities throughout North America to invigorate clients so that they can achieve the delicate balance between cultural impacts and business resiliency.

Position Summary

The Project Associate and Business Writer (Associate) will provide editorial, operational, and administrative support to all practice areas, with a primary focus on Planning & Capacity Building (PCB) and secondarily in Revenue Enhancement (RE). This individual will draft, edit, and format ACG proposals, articles, and presentations, working collaboratively with client facing project teams. The Associate will also provide a broad range of administrative functions, including project management, scheduling, coordination, and additional responsibilities that advance the effectiveness and efficiency ACG's Planning & Capacity Building and Revenue Enhancement areas. Reporting to the Senior Vice President of Planning & Capacity Building, and in close collaboration with the PCB Practice Leaders, Marketing & Communications, and Business Office teams, the Associate's responsibilities will span the cycle of consulting projects, including client proposals, project budget tracking, and collecting reference information.

Roles and Responsibilities

Content Writing, Editing, and Proofreading

- Draft, edit, format, and proof complex proposals, agendas, reports, articles, publications, and other written materials.
- Actively update and monitor current planning and capacity building references and other materials that support proposal preparation and tracking.
- Review requests for proposals, advise on appropriate structure, collect necessary proposal data, and prepare draft responses for further review.
- Coordinate with Practice Leaders and lead consultants as needed to finalize proposals for submission.
- Track and meet proposal deadlines, prioritize responses, and ensure project team availability.
- Apply graphic design elements to documents according to the firm's brand and style guidelines.
- Embrace other content writing, editing, and proofreading responsibilities as needed.

Project Monitoring and Reporting

- Monitor and track project tasks and timelines, including identifying bottlenecks and capacity obstacles for team leadership.
- Remain current on the status of all active projects and proactively communicate changes in timeline and anticipated deviations in client deliverables to involved team members and to supervisors.
- Ensure all established process steps are completed for each active project, including approvals, proofing, reporting, and follow-up client communications.
- Support tracking and analysis of consulting hours, monitor schedule availability, and plan for future client needs.
- Facilitate scheduling of meetings and calls with internal teams and with clients, including generation of video links and calendar invitations.
- Monitor all incoming client prospect inquiry activity daily and direct communications to appropriate team members.
- Generate links to online surveys and questionnaires for distribution by the project leads.
- Collaborate with the Business Office and Marketing & Communications team to update project status and client contact and reference information.
- Create and monitor client folders and project file management.
- Embrace other project monitoring and reporting responsibilities as needed.

Administrative and Operational Support

- Follow firm methodologies, templates, and project reporting guidelines.
- Participate in weekly all-team and active projects meetings, as well as annual in-person summits.
- Ensure the timely submission of expenses and invoices from project team members.
- Assist with the onboarding of Planning & Capacity Building and Revenue Enhancement team members around file management, communications processes, and informational resources.
- Embrace other administrative and operational support responsibilities as needed.

Traits and Characteristics

The successful Associate will be a motivated and flexible self-starter with the ability to work independently and with highly developed time management skills that allow them to prioritize tasks and achieve desired outcomes, including the timely delivery of print and digital materials. This individual will be an extremely well organized and detail oriented project manager with a keen eye for accuracy and consistency and with highly evolved planning and systemization abilities. Excited by collaboration and multi-tasking, the Associate will be motivated by the satisfaction of helping a team succeed and providing impeccable and effective deliverables to clients. This individual will communicate effectively, respond promptly to requests, manage shifting deadlines, and collaborate in a dynamic, fast-paced environment while supporting the mission, vision, and values of ACG.

Qualifications

A bachelor's degree (or equivalent experience) and a minimum of three to five years of applicable work experience is required. Exceptional written and organizational skills and the ability to manage multiple projects with a high degree of speed, accuracy, and autonomy are essential. Excellent computer skills, including Office 365, are necessary and familiarity with Adobe Creative Cloud is preferable. Strong capabilities with various video conference platforms (Teams, Zoom, Google Hangout) will be utilized on a daily basis. Preference will be given to those with a background in or passion for the arts and culture sector. Multiple language skills are appreciated.

Compensation

ACG offers a competitive compensation package with an expected salary range of \$45,000 to \$55,000 commensurate with experience. Benefits include subsidized medical, dental, vision, and life insurances; flexible paid time off; and 401(k) or RRSP employer match, among others. This position is expected to be 100 percent remote, based in the United States or Canada, with in-person firm meetings and events that will require occasional travel.

Applications and Inquiries

Please submit a confidential letter and resume with demonstrable accomplishments (electronic submissions preferred) by clicking [here](#) or visit artsconsulting.com/employment. For questions or general inquiries about this unique opportunity, please contact:

Andy Fife
Interim Senior Vice President, Planning & Capacity Building



800 Fifth Avenue, Suite 101-729
Seattle, WA 98104-3102
Tel (888) 234.4236 Ext. 233
Email PCBAssociate@ArtsConsulting.com

Arts Consulting Group welcomes all qualified applicants and highly values inclusion, diversity, equity, and access, which are embedded in the uniqueness of the vibrant creative industries and the culture of the firm.