



Vice President or Associate VP Executive Search

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, Minneapolis, 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.

Executive Search Practice

Recruiting top executive, artistic, and senior management professionals in the arts and culture sector is serious business. ACG ensures that inclusion, diversity, equity, access, and success (IDEAS) are central to its executive search process. The firm's unique methodology highlights organizational successes and opportunities, minimizes hiring biases, and improves the overall selection process. ACG utilizes a collaborative executive search process, involving many stakeholders who are committed to the long-term success of both the client and the selected candidate.

ACG team members guide a smooth and successful process from start to finish, advising its clients and mentoring placed candidates to create mutually beneficial and long-lasting results. With a personalized and thorough approach to executive search, ACG listens to and engages with its clients to better understand the experience, education, and accomplishments needed to excel in a leadership role. The firm also embraces objective industrial psychology tools that identify candidate and team soft skills—competencies, communications, motivations, and acumen—which are the keys to lasting success.

Position Summary

The Vice President or Associate Vice President, Executive Search (VP or AVP-ES), will join ACG's growing Leadership Transitions team, which includes both executive search and interim management. With a diverse client portfolio, the VP or AVP-ES will lead or be a member of various ACG project teams to assess client needs, write customized position announcements, implement effective recruitment strategies, present comprehensive written and verbal information, and deliver successful client and candidate outcomes. The VP or AVP-ES will be a flexible, full-time employee who travels regularly to meet and exceed client and candidate expectations with high-quality, personalized service. The VP or AVP-ES will also play a key role in ACG's international growth by cultivating new executive search and interim management opportunities, building effective relationships with prospective and placed candidates, serving on conference panels, and creating public visibility for the firm within the arts and culture sector and related creative industries.

Roles and Responsibilities

Project Leadership and Support

- Lead (VP) and/or serve (AVP) as a project team member on various executive search projects.
- Advise clients (VP) on every aspect of the executive search process, from search committee formation to candidate placement announcement.
- Write compelling position announcements that move beyond a traditional job description to a powerful client marketing and positioning piece.
- Proactively cultivate, recruit, interview, research, and present candidates for senior management and leadership roles.
- Ensure the timely completion of project assignments and milestones while communicating with team members across the firm and with clients as appropriate.
- Embrace the objective and unique methodologies that set ACG apart in the executive search field.
- Maintain ongoing relationships with clients and mentor placed candidates.
- Follow the careers of and regularly communicate with prospective candidates.
- Perform other ACG project leadership and support roles and responsibilities as needed.

Client Cultivation and Business Development

- Build the brand, visibility, and presence of Leadership Transitions and other ACG practice areas (VP).
- Proactively seek ACG executive search, interim management, and other consulting projects (VP).
- Maintain a keen awareness of leadership transitions in the arts and culture sector.
- Participate in industry conference panels, attend significant cultural events, and otherwise demonstrate firm and professional expertise.
- Report client successes and testimonials that can effectively demonstrate ACG's positive impacts.
- Write articles and present data on minimizing unconscious hiring biases and embracing best practices in candidate identification, cultivation, recruitment, and long-term relationship building.
- Perform other client cultivation and business development roles and responsibilities as needed.

Team Participation and Firm Capacity Building

- Create synergy within a geographically dispersed workforce through regular conference calls, meetings, and team summits.
- Maintain clear operational and brand distinction for ACG by adhering to the firm's style guidelines.
- Demonstrate advanced computer proficiency for effective and timely electronic communication, candidate research, written reports, and verbal presentations.
- Exemplify the mission, vision, and values of ACG.
- Participate in ongoing educational programs, training, meetings, and other practices to maintain the highest level of knowledge within the industry.
- Engage in an adaptive strategy process and recommend performance measures that focus on achieving the mutually established vision, mission, goals, and objectives of the firm.
- Perform other team participation and firm capacity building roles and responsibilities as needed.

Traits and Characteristics

The VP or AVP-ES will be an entrepreneurial self-starter with a strong commitment to executive search and a deep connection to the arts and culture field. A detailed oriented, results driven, and effective ACG Vice President will simultaneously learn from the past, live in the present, and look to the future as a global thinker with pragmatic structures and methodologies that deliver superior results. The VP or AVP-ES will enjoy seeking out new project opportunities and will demonstrate initiative while prioritizing tasks to achieve desired client outcomes. Embedded in the hands-on implementation needed by ACG clients, the VP or AVP-ES must move from objective analysis to dialogue and decision making. An objective listener with superior verbal, written, and presentation skills, this individual will embody the highest ethical standards in the mentorship and support of ACG's clients, candidates, project teams, and all those who advance the arts and culture industry.

A collaborator and flexible team player, the VP or AVP-ES will value knowledge and intellectual growth that empowers clients to embrace and expedite change. In achieving both client and firm goals, the VP or AVP-ES will also have a clear focus on the efficient usage of time and financial, technological, and human resources. In joining a learning and teaching organization, the VP or AVP-ES will prioritize building impactful intellectual and social capacity and will display the diplomacy and tact required to move people and projects forward. With a deep understanding of and motivation for effectively and efficiently achieving results, the VP or AVP-ES will have an unwavering commitment to growing institutions, advancing arts and culture, and enhancing communities.

Other key competencies include:

- **Interpersonal Skills and Diplomacy** – The agility to interact in a positive manner, treat diverse stakeholders fairly, listen carefully, and interpret intellectual and emotional issues underlying leadership transitions.
- **Planning and Priority Management** – The ability to organize and motivate others to accomplish goals, with the agility to expedite and implement action.
- **Client and Candidate Focus** – The dexterity to anticipate, meet, and exceed expectations, with an accessible and responsive approach.
- **Professional Accountability and Resiliency** – The capacity to take responsibility for decisions and quickly move beyond hurdles without unnecessary delay.

Qualifications

A bachelor's degree, or equivalent experience, and a minimum of three to ten years of senior management or consulting experience is required with expertise in board relations, fundraising, marketing, organizational and human behavior, recruitment, or related areas preferred. Superior typing and computer skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook), and a depth of internet research capabilities are essential. Additional certifications, educational accomplishments, and bilingual fluency (English/Spanish or English/French) are welcomed. The work environment is expected to be hybrid in nature, but the VP or AVP-ES must travel for company and client activities, including in-person meetings, conferences, and other events. A base location near a major metropolitan airport in the United States or Canada is strongly preferred.

Compensation and Benefits

ACG offers full-time employment and a competitive compensation package with an expected salary range of \$75,000 to \$110,000, commensurate with experience, plus discretionary bonus plan opportunities as available. Benefits include subsidized medical, dental, vision, and life insurances; paid time off; and 401(k) employer match; among others. Dynamic relationships, a fluid work environment, fascinating client experiences, and a synergistic team are emblematic of ACG.

Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred), please click [here](#) or visit artsconsulting.com/employment. For questions or general inquiries about this job opportunity, including the anticipated salary range, please contact:

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Arts Consulting Group, Inc. and Arts Consulting Group Canada, Ltd. welcome all qualified applicants and highly value inclusion, diversity, equity, and access, which are embedded in the uniqueness of the vibrant creative industries.