

Wednesday, August 25, 2021

Research & Data Analyst (full-time, fully remote)

Company: Webb Mgmt
Location: New York, NY
Compensation: \$45,000-\$55,000

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[Webb Mgmt](#), a consulting practice dedicated to the arts sector, is in search of a full-time Research & Data Analyst to provide deep and insightful work to support planning for cultural facilities, organizations and initiatives.

Responsibilities:

Conduct primary and secondary research and analysis, including demographic analysis, competitive market analysis, multi-variable analysis, comparables research, on-line survey development, individual interviews, group interviews, focus group facilitation and other research support.

Write narrative and create visuals to describe processes, insights and results.

Expand, analyze, utilize and maintain the firm's existing universe of data, currently stored and maintained in AirTable.

Maintain a working knowledge of industry resources and research on artists, arts organizations and the arts sector; also maintain best practices around data collection, analysis and presentation.

Provide administrative support in areas as requested, such as proof-reading, spreadsheet audits, deliverable preparation, compilation and business registration compliance.

Requirements:

Completed educational coursework in arts administration, business or a related field; Some training in statistics and/or computer science may be helpful but not required.

Proficiency in Excel, PowerPoint, AirTable, Google Suite, Adobe Suite and related data collection, analysis, and visualization.

Experience in research, analytics, data visualization, demographics, geographic information systems (GIS), customer relationship management systems and/or database development.

Strong analytic and problem-solving skills, including the ability to create and follow processes for effective collaboration and timely work completion.

Excellent communication skills. Presentation skills are a plus.

Willingness to travel to conduct research and visit clients given appropriate health and safety circumstances

Working knowledge and appreciation of the performing arts.

Proficiency in Tableau, MangoMaps or other GIS platform as well as Stata, R, programming/VBA is preferred but not required.

Webb Mgmt is an equal opportunity employer and provides employment without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran. And we maintain a family friendly workplace. Applications from recent graduates are welcome.

Compensation package includes salary plus health benefits paid at 100%. This position is fully remote.

To apply, please email resume and cover letter to jobs@webbmgmt.org. Applications will be accepted until position is filled. No phone calls please.

Webb Mgmt
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