

Job Description—Consultant

Reports to: Senior Vice President

Internal Collaborators: President, Senior Strategist, Executive Assistant

External Collaborators: Clients, Business Development Prospects

Compensation: Salary of \$70,000-80,000 annually (paid monthly), plus annual bonus based on performance and overall company success at year-end.

Benefits: All TOCG staff receive generous paid time off, which is not formally capped and can be used within reason with supervisor's approval. TOCG offers health, dental, vision, life, and short- and long-term disability insurance, as well as 401k with employer match (match is available after 1 year of service).

Timeline: As soon as feasible

FLSA Status: Full-Time, Exempt (remote/work-from-home). This role is US based.

About the Opportunity

Tom O'Connor Consulting Group (TOCG) seeks a Consultant to support our growing consulting practice, particularly with regard to marketing-related projects. Reporting to the Senior Vice President, the Consultant will be instrumental in delivering consulting projects primarily focused on marketing and audience strategy and resourcing, across a variety of arts and cultural organizations, both large and small. The Consultant may also have the opportunity to assist with the delivery of strategic planning and organizational development projects.

This is a prime opportunity for someone with arts or cultural marketing experience who wishes to join a growing start-up serving the industry through a mix of consulting, executive search and industry programs. In addition to supporting the Senior Vice President, the Consultant will work closely with the President and Senior Strategist on project delivery, and as part of a small company, will have opportunities to share learnings and identify industry trends in collaboration with team members in the Executive Search division.

About the Company

Tom O'Connor Consulting Group is a NYC-based consultancy that supports arts institutions and leaders with two parallel services: organizational strategy and executive search. Our focus is on leading structural change with audiences at the center, and our clients represent a full range of artistic genres, budget categories, business models, geographies, and cultural contexts. What unifies them is that they are all mission-driven organizations building community through arts and culture. We share their passion.

As for our team, we are a growing startup made up of high-performing, passionate, collaborative, and kind individuals, and seek someone who identifies with these attributes and brings new ideas and perspectives. Our company is fully distributed and remote (with our President Tom O'Connor based in New York City and our Senior Vice President Rani Haywood splitting time between Sydney, Australia and New York City), and prioritizes frequent virtual

collaboration for cohesion, shared learning, and comradery. We gather in-person as a full team at least annually. Importantly, we work very hard and care deeply about what we do, but whether considering potential clients or potential team members, we do not tolerate the brand of ambition that permits disrespect. And we mean that. Read more about our company and our team at www.tomocgroup.com.

Duties and Responsibilities

Consulting Projects

- Contribute to the delivery of successful client projects, including project management (administration, timeline, and budget management), participation in client-facing meetings, interviews and presentations, liaison with project partners, and contribution to the development of findings and recommendations
- Collaborate with the Senior Vice President on the continuous development of project frameworks and tools
- Assist with the creation of reports and presentations
- Effectively manage time and resources to ensure ongoing accuracy of hourly project forecasts
- Travel for on-site client work when necessary, at client or consultancy expense

Marketing Direction and Interim Support

- Provide ongoing marketing strategy and execution support for clients as appropriate and requested
- Serve as an interim operational support for client organizations as appropriate and requested

Marketing and Business Development

- Contribute to the company's overall marketing and business development efforts, including positioning, branding, and creation of content for owned channels (website, social media, email newsletters, etc.)

Industry Engagement

- Cultivate and leverage strong industry relationships in pursuit of consulting projects, client leads, and partnerships
- Take part in industry conversations and thought leadership forums, such as conferences, summits, think tanks, industry media, and publications

Personal & Career Advancement

- Pursue learning opportunities to expand your skills and improve company processes and systems
- Approach challenging tasks that will serve company goals while pushing you out of your comfort zone—and potentially illuminate future career opportunities (hopefully with us!)
- Continually set measurable goals for your own performance, and increase your aptitude with giving and receiving feedback

Qualifications and Requirements:

- Kindness, confidence, and a generous spirit
- A commitment to the principles of DEIA and Anti-Racism, and an appetite for continual reflection at the personal, company, and process levels
- 6+ years of experience working in an arts marketing role, preferably with exposure to a variety of organizations and genres
- High proficiency in all areas of marketing and audience development for the arts and culture industry as a generalist; additional experience in fundraising or membership preferred
- A healthy balance of data-driven insights and experienced intuition
- Excellent relationship building skills
- Excellent time management abilities while adhering to multiple deadlines, and a desire to work in a remote setting. We are a small, fast-paced company with very high standards of excellence, but one that also respects and encourages work-life balance and appropriate boundary setting with all stakeholders.
- Exceptional written communication and organizational skills required, including proficiency in all major Microsoft Office applications (Word, Excel, Powerpoint), GSuite, and video conference platforms; Slack, Hubspot and Asana also preferred, but not required

Not sure you meet 100% of our qualifications? Research shows that men apply for jobs when they meet an average of 60% of the criteria. Yet, women and other people who are systematically marginalized tend to only apply if they meet every requirement. **If you believe that you could excel in this role, we encourage you to apply.**

We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. Whether you're new to arts & culture administration, returning to work after a gap in employment, simply looking to transition, or take the next step in your career path, we will be glad to have you on our radar.

Please use your cover letter to tell us about your interest in the arts & culture space and what you hope to bring to this role.

Application Instructions

There is no formal deadline, and we would like for this role to begin as soon as possible.

Interested applicants should apply by visiting <https://bit.ly/3qJIMKG> to submit your materials. Your cover letter should include any specific timing considerations and relevant experience, including any direct experience you've had with similar roles and institutions. No phone calls, please. Finalists may be asked to complete a written and verbal communication assignment with compensation for time spent.

Tom O'Connor Consulting Group, LLC is committed to diversity in all hiring, both internally and on behalf of search clients. Applicants from populations historically excluded from the arts and culture industry are strongly encouraged to apply.