

Job Description—Search Associate

Reports to:	VP of Executive Search (and indirectly to other search leads)
Internal Collaborators:	Full Team, especially Search Leads and Director of Search Operations or Search Outreach & Community
External Collaborators:	Executive Search Clients/Search Committees, Applicants/Candidates, Applicant Referral Sources, Industry Associations
Compensation:	Salary of \$45,000 – 55,000 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, and 401k with employer match (match is available after 6 months of service, and is provided regardless of employee contribution).
Timeline:	As soon as feasible
FLSA Status:	Full-Time, Exempt (remote/work-from-home)

About the Opportunity

Tom O'Connor Consulting Group seeks a **Search Associate** to support our growing Executive Search practice, supporting our Search Leads (composed of Senior Staff and occasional outside contractors) in various operational functions for the smooth and effective execution of our search processes. This individual will be responsible for administrative support to the Executive Search team, including coordinating logistics within the search process from posting of position profiles to multiple platforms, to tracking of applicant materials, to coordination of meetings and interviews with candidates, TOCG team and client contacts.

This is a prime opportunity for an incredibly detail-oriented individual capable of maintaining a high degree of confidentiality, and who wishes to join a growing start-up serving the arts and culture space. The role will allow the successful candidate to collaborate with and learn from industry leaders, and will receive regular direction from the Vice President of Executive Search, Search Leads, and the Director of Search Operations & Community.

About the Company

Tom O'Connor Consulting Group, LLC was founded in 2015, and is a New York City-based consultancy for arts and cultural institutions and leaders, offering two integrated services: organizational strategy and executive search, each guided by a seasoned team of arts professionals.. 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. Our Executive Search offerings originally began focused exclusively in Marketing and Audience-centric roles, and have since expanded to include Leadership, Development, Artistic, Operations, and other related areas.

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 VP of Executive Search Cynthia Fuhrman based in Portland, Oregon), and prioritizes frequent virtual collaboration for cohesion, shared learning, and comradery. Post-COVID, we intend to 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 prioritize kindness and do not abide the brand of ambition that manifests as disrespect or ruthless individualism. And we mean that. Read more about our company and our team at www.tomocgroup.com.

Duties and Responsibilities

Coordination of Search/Interview Logistics (60%)

- Coordinate materials for client meetings including agendas, candidate briefs, applicant materials, etc.
- Prepare screening and assessment criteria for use by internal interviewers
- Update the Active Searches section of the TOCG website in accordance with protocol set forth by the Senior Vice President who directs all owned channels
- Schedule candidate interviews with internal team as well as client representatives when appropriate
- Support Search Leads in accurate, timely and reassuring communications with client
- Attend meetings with clients as assigned

Research Strategies and Targets for Prospective Candidates (20%)

- Based on search assignments, support Director of Search Operations & Community with research sources, prime target strategies, and other insights
- Develop lists of target organizations and companies that align with our clients' objectives, budgets, locations, or other factors as possible sources of prospective candidates
- Enter, update, and retrieve candidate information ensuring accurate, up-to-date information is maintained in our applicant tracking system

Marketing & Business Development (10%)

- Take part in weekly full team meetings to understand company objectives, stay abreast of client and industry trends, and collaborate on the evolution of services
- Provide support in gathering material for periodic newsletters, company social media channels, and company podcast

Personal & Career Advancement (10%)

- 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

- 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.
- An understanding of the difference between sending an email and truly following up to get results.
- 2+ years of experience in a support function in a professional setting
- Familiarity with and passion for the arts, and a desire to explore a career within the arts and culture industry
- Exceptional written communication and organizational skills required, including proficiency in all major Microsoft Office applications (Word, Excel, Powerpoint), GSuite, and video conference platforms; Slack and Hubspot also preferred, but not required
- An ability to learn new programs quickly
- Strong sense of curiosity, with an analytical and systematic approach to problem-solving
- High attention to detail absolutely 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 taking 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

The deadline for this position is September 30, 2022. Please submit materials on or before that date for consideration. We would like for this role to begin as soon as possible.

Interested applicants should apply [here](#). Please indicate in your cover letter how you learned of this opportunity, your geographic location, any specific timing considerations, and confirmation of your understanding of the published salary range. 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.