

Research & Data Specialist

The American Alliance of Museums seeks a Research & Data Specialist to support the development and execution of research project plans, and data collection for the world's largest association of museums and museum professionals. In this role, you will collaborate with a dynamic team working to provide leadership, advocacy, and insight to its membership and the field at large. If you are seeking to use your research and data analysis skills to strengthen museums across the country, consider joining our team! Examples of current and recent research contract projects include the Annual Survey of Museum-Goers, the National Museum Salary Survey, field-wide snapshot surveys, and the Museum Staff & Trustee Demographics Survey.

We are a small but mighty team committed to continuous learning and fostering an inclusive and equitable workplace. We operate under a hybrid work schedule that includes remote work and in-person work at our Arlington, VA office approximately 1-2 days per week. Candidates must reside in the DC metro area (DC, MD or VA) and be able to provide proof of COVID-19 vaccination on their first day.

About the position: Working with the Audience Development & Engagement team, the Research and Data Specialist will help to organize, annotate, interpret, and disseminate research findings internally and externally. Reporting to the Senior Director, Audience Development and Engagement, and working closely with the VP of Strategic Foresight, the Research and Data Specialist provides data collection and research support for the Alliance's programs and services. In addition, the specialist assists staff in their work by finding existing research and data from a variety of sources, relevant to the Alliance's work.

Salary is \$65,000 annually and the position is eligible for a robust benefits package including: Health, Vision, Dental Insurance with generous employer contributions on cost sharing; Generous vacation, sick and personal leave; 403(b) Retirement Plan with matching employer contribution; Telework/flexible schedules when appropriate; Access to onsite, state-of-the-art gym/showers/bicycle storage; and more.

Skills and qualifications: Understanding of research methodologies, standards, and best practices; Proficiency with basic statistical analysis and at least one survey platform; Strong analytical, organizational, writing and communications skills; ability to interpret and translate data into easy-to-understand communications; at least 2 years of research/project management/lab coordinating/or equivalent experience; Demonstrated ability to manage multiple projects at different stages of development at the same time; and interest in and a commitment to diversity, equity, accessibility, and inclusion required; enthusiasm about contributing to a workplace environment that values DEAI and is actively working to enhance DEAI competencies of staff. Experience in conducting research (emphasis on market and social science research) and using data visualization tools/techniques preferred. AAM is particularly interested in candidates who can complement our DEAI work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the museum field.

How to apply: To encourage a broad pool of candidates with various backgrounds to apply and to foster an equitable recruitment process, we are applying some principles of "blind hiring." To apply, please submit one document in PDF format to hr@aam-us.org, using "Research" in the subject line that includes the following:

1. As part of your application, please include your resume, but do not include personal identifiers such as your name or address. Please include education but omit school names and graduation years. Please include your email address.
2. In lieu of a cover letter, please provide responses to the following questions as part of your application (no more than 2 pages):
 - a. Describe your experience conducting research including scope of project, methodologies, and survey platform used.
 - b. Detail any specific experience interpreting and translating data into easy-to-understand communications.
 - c. Please share how your lived experience connects to or enhances your ability to contribute to AAM's DEAI work.

Applications received by **September 16, 2022**, will receive full consideration from our hiring team. Applications will be evaluated based on the content of the replies and the ability to communicate clearly. Candidates who are selected for further screening will be contacted by email within two weeks after this deadline. We expect to conduct interviews beginning mid-September. Due to the large number of applications AAM receives, we can only contact those candidates selected for further screening. Please contact Human Resources at hr@aam-us.org if you need an accommodation in submitting your application.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. AAM values a diverse and inclusive workplace, so if you are excited about this role but your experience doesn't align perfectly with all of the qualifications, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

About the Alliance. The American Alliance of Museums, a 501(c)(3) non-profit organization, is a trusted leader, partner, and advocate for museums, representing art, history, and science museums, as well as aquariums, zoos, and botanical gardens. With a budget of \$10M and staff of 40, the Alliance provides leadership, advocacy, and service to its membership and the museum field. Headquartered in Arlington, VA, the Alliance is an equal opportunity employer and values a diverse workplace. For more information, please visit www.aam-us.org.