About the Project:

Arts Administrators of Color Network has been selected to participate in The Wallace Foundation’s Field Studies program, a research component of Wallace’s ongoing arts initiative focused on arts organizations founded by, with, and for communities of color. The grantees, all arts service organizations committed to advancing communities of color, will lead research projects intended to bring definition, depth, breadth, and perspective about the nature of the ecosystem of non-profit arts organizations of color and the communities they serve.

As part of its work to support and uplift perspectives of artists and arts administrators of the global majority, AAC’s study will investigate two research questions. First, when advocating for the arts, what matters most to arts administrators and artists of the global majority? Second, do differences exist based on demographic profiles? Led by principal investigator Dr. Antonio C. Cuyler, this will be the first research study to center arts administrators and artists of the global majority as assets with critical insights that can inform a national arts advocacy agenda.

About the Role:

The Lead Research Manager is a temporary/contract role that will play a critical role in the implementation of research initiatives in collaboration with Dr. Antonio C. Cuyler, the Research Partner.

Key Responsibilities:

1. Research Advisory Board Recruitment:
   ○ Collaborate with the Research Partner to identify and recruit a diverse research advisory board comprising 12 global majority artists, arts leaders/administrators, and scholars.
   ○ Implement strategies to ensure equitable representation and inclusion of global majority/BIPOC (Black, Indigenous, Latiné, Middle Eastern, Asian, Arab, etc.) communities and their intersections (Artists, arts leaders/administrators, and scholars with disabilities, that identify as LGBTQ+, and from various faith modalities) within the advisory board.

2. Culturally Relevant Publicity:
   ○ Partner with AAC Staff to devise creative, culturally relevant, and culturally responsive methods to publicize the opportunity to serve on the research advisory board.
   ○ Work with AAC Staff and the Research Partner to develop effective promotional strategies for the Quantitative Research Consultant role.
Lead Research Manager

Position Description

3. **Relationship Building and Technology Assessment:**
   - Assess and recommend appropriate technologies to facilitate effective advocacy and relationship-building strategies with global majority artists, arts leaders/administrators, and scholars beyond the grant period.
   - Assist AAC staff with implementing technology solutions that enhance communication and collaboration among stakeholders.

4. **Collaboration and Meeting Planning:**
   - Collaborate closely with the Research Partner to plan meeting agendas, ensuring they align with research objectives and advisory board needs.
   - Organize and schedule all advisory board meetings and check-ins with AAC’s executive director, considering the availability of participants from diverse time zones.

5. **Advisory Board Management:**
   - Serve as the primary point of contact for the research advisory board, fostering open communication and addressing their needs and concerns.
   - Monitor advisory board members’ engagement and participation to maximize their contributions.

**Qualifications and Skills:**

AAC values the lived experiences, ancestral wisdom, and skills acquired outside of the typically accepted accreditation processes such as higher education degrees, formal training programs, years of experience in institutions, etc. AAC’s staff and the project’s lead Investigator will consider candidates that are able to demonstrate a track record of using a variety of skill sets that align with the overall mission, vision, and goals of the organization.

**Required Skills and Experience:**

- At least 3+ years of demonstrated experience in project management and research.
- Familiarity with issues related to justice, diversity, equity, and inclusion in the arts and culture sector.
- Proficiency in technology and tools relevant to research and relationship management.
- Strong written and verbal communication skills with excellent interpersonal and project management skills.
- The ability to engage a wide range of stakeholders and cultures and experience working in communities composed of People of the Global Majority.
- Able to learn and manage multiple technology-based tools to work and collaborate with others in a fully remote environment.
- Collaborative mindset and a proactive approach to problem-solving.
- Have a strong self-reflective practice, humility during miscommunication, a strong sense of co-building in community.
Lead Research Manager
Position Description

**Bonus Skills and Experience:**

- Experience working in the arts sector
- Have a creative, artistic, or cultural practice
- Have established relationships at the intersections of the arts, data, and public policy
- Experience in shifting a working board to a fundraising board
- Bilingual or Multilingual
- Completion of graduate and doctoral-level coursework/degrees, and/or has achieved related certifications a plus!

**HONORARIUM:**
This is a temporary contractor role with an honorarium of $39,000 ($13,000 to be paid upon signing the contract, $13,000 at the project’s midpoint, and $13,000 to be paid at the end of the project. Estimated time commitment: 260 hours at $150/hr.)

**CONDITIONS OF WORK:**
The position is fully remote and predominantly seated and stationary. Evening and weekend work and travel may be needed occasionally.

**HOW TO APPLY:**
Interested candidates are invited to submit an application through the Google Form [here](#). Applications close on August 21, 2023. Please email [info@aacdmv.org](mailto:info@aacdmv.org) with any questions.

AAC’s services and employment are provided in a nondiscriminatory manner, without regard to race, sex, color, national origin, ancestry, religious creed, ability or age. BIPOC professionals are encouraged to apply.

**ABOUT THE ARTS ADMINISTRATORS OF COLOR NETWORK**

Founded in July 2016, the Arts Administrators of Color Network (AAC) is a service organization that focuses on networking and community building through the arts. We are advocates who continue to fight for equity in the arts through collaborations, forums, and outlets that provide a voice for arts administrators and artists of color where there may not be one.