

Job Description & Tailored Resume Example

Job Ad

Now Hiring! Research Analyst

Job Description

The Research Analyst will provide support for projects on the Arts Commission's Research and Evaluation Plan. The Analyst will also be given responsibility to **develop and manage one or more projects** and will carry out those projects **independently**, under the guidance of the Research & Evaluation Manager. Examples of the kinds of projects the Analyst might work on that are currently underway include an analysis of the impact of a Civic Art graffiti abatement project, the development of school district arts education data, a report on contract employees and volunteers working in LA County arts nonprofits, and the development of data visualizations to present Arts Commission data.

The Research Analyst may be asked to undertake include the following:

- **Conduct literature reviews;**
- **Develop data collection instruments;**
- **Collect data:** surveys, interviews, focus groups, observations **and document review;**
- Identify and access secondary datasets relevant to the work of the Arts Commission;
- **Clean, structure and analyze data**
- **Summarize findings in writing and in data visualizations that are clear and accessible to the general public.**

Upon completion of the fellowship, the Analyst would be equipped to pursue related applied research and evaluation work not only in arts management but in a variety of nonprofit or government agencies in other subject matter areas.

Qualifications

- » **PhD in the humanities or humanistic social sciences;**
- » **Ability to analyze complex datasets and the skills to find the most important stories in the data, and communicate those findings effectively;**
- » **Ability to communicate research and evaluation findings in writing and verbally, in a clear, succinct manner so that non-experts can understand them, is required.**
Experience with data visualization is a plus;
- » **Comfort working both independently and as part of a team, and the ability to think and problem- solve creatively;**
- » **Experience working on research or evaluation projects is required (please indicate whether your strength is in qualitative or quantitative methods);**
- » **Strong skills with Word and Excel;**
- » **Experience with data analysis software such as SPSS, R or Atlas.ti (depending on the candidate's expertise) is a plus. Willingness to learn/adopt new technologies a must;**
- » **High level of organization and attention to detail with strong time management skills.**

Highlight responsibilities and duties that you can clearly demonstrate in your resume

Use the terms, not the phrases to tailor your resume to the position

Jenny Smith, PhD

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Professional Summary

Creative and award-winning researcher and educator with exceptional data analysis and writing skills and more than 8 years of professional experience in arts and humanities research/education resulting in 2 articles, 4 journal issues, 3 books, more than 15 research presentations, and the development of 6 humanities-based undergraduate courses covering topics ranging from music and visual art to American history and archival research methodologies.

Education

UNIVERSITY OF CALIFORNIA Los Angeles CA | PhD in Humanities Expected June 2015
DUKE UNIVERSITY Durham, NC | MFA in Art Expected May 2008

Experience

UNIVERSITY OF CALIFORNIA, LA

Graduate Research and Teaching Fellow, Department of Humanities September 2008 - June 2014

Developed research agendas and collected data from more than 15 archival collections across 10 libraries in the United States and France

- Analyzed data in English, French, Italian, Spanish, and German from 4000+ archival and/or primary sources and 300+ secondary sources
- Presented and synthesized the results of this data in a 320-page dissertation, 1 peer-reviewed article, 4 sets of program notes, and 20+ research presentations in French and English

Graduate Research Assistant, Department of Humanities January 2009 - June 2014

- Collected, analyzed, and synthesized data from 200+ sources for UCLA professors that has resulted in the publication of 1 book and 3+ research presentations

DUKE UNIVERSITY, NC

Graduate Research Fellow in Music, Department of Art August 2006-May 2008

- Collected, analyzed, and synthesized data from more than 200+ primary and secondary sources and presented this data in more than 12 written or oral research presentations

Skills

- Advanced qualitative historical research skills in arts/humanities fields
- Complete proficiency in Windows and Mac OS X operating systems
- Complete proficiency in Microsoft and Apple Office Suites, including Microsoft Word, PowerPoint, Excel, Outlook, Pages, Keynote, and Prezi
- Advanced French language skills, and reading ability in German, Italian, and Spanish

Awards

Herman and Celia Wise Award for Best Dissertation Chapter, UCLA Musicology Department 2014
UC President's Society of Fellows Award, UCLA Humanities Division (\$10,000) 2013
Mary Isabel Sibley Fellowship, Phi Beta Kappa Society (\$20,000) 2012

Selected Publications & Presentations (3/18)

"Name of presentation," presented at the National Meeting of the American Society, Milwaukee, Nov 2014
"Name of the presentation," Transposition: Musique et Sciences Sociales 4, August 2014
"Name of" presented as a pre-concert lecture at the UCLA Department of Musicology, 5 June 2014

Courses Developed/ Taught

Instructor, UCLA Department of Musicology

Writing About Music Summer 2013
LGBTQ Perspectives in Popular Music Summer 2010

Resume

Accomplishments and experience focus on data analysis and research accomplishments

Aligned skill set with qualifications

Ability to communicate research verbally and in writing demonstrated through teaching, and publication/presentation record.