

Job posting

Research Analyst – Slover Linett Strategies Inc.

ABOUT US

Slover Linett Strategies Inc. is a Chicago-based audience research and evaluation firm for cultural and educational organizations. We help museums, orchestras, universities and other mission-driven enterprises take a fresh look at their relationship with their constituents — current and potential — through customized qualitative and quantitative research.

Founded in 1997, we are a small, intellectually creative consultancy that has developed long-term relationships with leading local and national nonprofit institutions. Our multi-year engagements in Chicago include the University of Chicago (since 1997), the Chicago Symphony Orchestra (since 1999), Chicago Public Radio WBEZ (since 2003), and the Art Institute of Chicago (2001–2008). Outside of Chicago we work with the Smithsonian Institution, Philadelphia Orchestra, Pacific Northwest Ballet, Seattle Art Museum, and other institutions. For more information please visit our website at www.sloverlinett.com.

JOB DESCRIPTION

In a nutshell, we're looking for someone with a rare blend of right- and left-brain skills: advanced data analysis (especially on the quantitative side, although qualitative research experience is also important) coupled with a gift for understanding and communicating the meanings and implications of that data to the rest of the team and to our clients. Please see the job posting on our website at <http://www.sloverlinett.com/contact/career-opportunities/research-analyst>.

The Research Analyst will work on all aspects of our qualitative and quantitative audience research projects, from methodology design to writing the final report. Each client project is staffed with a Senior Associate and at least one Research Analyst or Research Assistant, with Partners involved in proportion to the needs of the project. The firm has three Senior Associates, each of whom is responsible for clients by sectors: museums, performing arts and higher ed. Research Analysts work with all three Senior Associates on various projects, enabling us to put together different teams for each project. The Research Analysts are supported by a Research Assistant and freelance researchers.

We are a full-service research firm, providing a host of services which Research Analysts would help lead. Primarily these services include focus groups, interviews and surveys (mail, phone, web, and on-site intercepts). These studies are sometimes part of a larger, multi-mode research effort designed to inform strategic change and sometimes part of a single-mode, ongoing program to track audience trends and changes over time. Although we would ideally like to hire a Research Analyst who has experience in both qualitative and quantitative research, it is most important that the candidate possess excellent quantitative research skills, particularly in statistical analysis and writing and interpretation.

Specifically, our Research Analysts work closely with the firm's Senior Associates in areas such as:

- **designing research projects** (defining objectives, prioritizing research questions, designing questionnaire/focus group discussion guide, sampling/recruiting methodology);
- **managing fieldwork** and data collection (on-site and online surveys, and ideally conducting interviews/focus groups)

- **analyzing and interpreting data** (for quantitative research projects this would include data cleaning, weighting, statistical analysis using a broad range of techniques, and developing appropriate graphs, tables, and diagrams; for qualitative research projects it would include reviewing transcripts and identifying key themes);
- **writing research reports** in both bulleted and narrative text formats;
- **presenting findings to clients**, occasionally instead of the Senior Associates or Partners.

The majority of the research projects will be quantitative in nature, requiring a thorough knowledge of statistics and SPSS.

The Research Analyst will participate in client meetings as appropriate and will travel occasionally for client meetings and conferences.

QUALIFICATIONS

The ideal candidate will be a smart, energetic, and positive-spirited person with excellent research, analytical, and writing skills. A Master's degree involving statistical analysis and/or a minimum of three years of quantitative research experience is required, as is expertise with SPSS. Familiarity with advanced statistical techniques, including regression (OLS, logistic and other), cluster analysis, as well as data mining techniques, is desired. Candidates should also be highly proficient with Microsoft Word, PowerPoint, and Excel. Knowledge of the nonprofit cultural sector is a strong plus.

The ideal candidate will also:

- be a quick learner and able to work flexibly and independently;
- be extremely well organized and adept at time management;
- be a multi-tasker who can juggle and prioritize several tasks at once;
- be a detail-oriented person who has an eye for editing;
- maintain a big-picture view of each project even while getting the details right;
- be a flexible person who can shift focus with ease;
- be comfortable presenting research findings;
- accept and give feedback freely;
- possess a positive, can-do attitude and relish new challenges;
- love the arts and higher education;
- enjoy the casual, creative, and busy atmosphere of this small business.

COMPENSATION

Salary will be commensurate with experience. In addition, we offer a competitive benefits package of vacation, holidays, sick days, health insurance, disability insurance, a retirement plan, and profit sharing.

TO APPLY

Please send an e-mail cover letter and resume to Catherine Jett at team@sloverlinett.com. We are not seeking writing or report samples at this time. **Please, no phone calls.** We look forward to hearing from you.