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## ARTS AND ECONOMIC PROSPERITY (AEP) 6 RESEARCH ASSISTANT OPPORTUNITY

### ABOUT THE REGIONAL ARTS COMMISSION OF ST. LOUIS

The Regional Arts Commission of St. Louis is at the forefront of efforts to transform St. Louis into a more vibrant, creative and economically thriving community by elevating the vitality, value and visibility of the arts. The largest public funder of the arts in the region, RAC has awarded more than 7,000 grants totaling more than \$100 million to support nonprofit arts, individual artists, cultural organizations, and programs since its founding in 1985.

### POSITION OVERVIEW


This position will be responsible for supporting data collection efforts for the Arts & Economic Prosperity (AEP) 6, a national study of the nonprofit arts and culture industry's impact on the economy conducted by Americans for the Arts. Throughout 2022, Research Assistants will work on a three-person team to distribute and collect audience surveys at arts and culture events in St. Louis City and County. A successful Research Assistant will be able to effectively communicate with and assist audience members with any questions or needs related to the survey. This is a temporary contractual position reporting to the Arts & Economic Prosperity 6 Lead.

### RESPONSIBILITIES

- Distribute electronic and print surveys to audience members
- Set-up, staff, and tear down event tables
- Manage event supplies and materials
- Travel to and from in-person events
- Assist with submitting surveys to Americans for the Arts
- Engage with audience members in a friendly and professional manner

### POSITION TYPE/OTHER DUTIES

Please note this contractual job description is not designed to cover or contain a comprehensive listing of duties or responsibilities that are required for this job. Duties and responsibilities may change at any time, with or without notice, or as assigned.



# RAC



## EXPECTED HOURS OF WORK

Due to the nature of arts and culture events, the position requires a flexible schedule and ability to work nights and weekends. Team members will also need to regularly bend, lift, carry supplies as well as stand and walk for periods of time. Additionally, Research Assistants must complete a two-hour training before beginning survey work.

## COMPENSATION

Each Research Assistant will receive a \$900 stipend for approximately 60 hours of work (20 hours per month at a \$15 hourly rate) for a 3-month contract, including mileage for required travel. The 3-month contract may be renewable for an additional 3 months.

## EXPERIENCE/SKILLS/ABILITIES

- Interest or knowledge in the regional arts and culture community
- Working artists are encouraged to apply
- Strong customer service skills and the ability to interact with audience members of diverse backgrounds
- Ability to work collaboratively as part of a team
- Attention to detail and strong problem-solving skills
- Strong verbal and written communication skills

## APPLY

To apply, please email a cover letter and resume no later than June 27<sup>th</sup> to:

MK Stallings  
Arts & Economic Prosperity 6 Lead Regional Arts Commission of St. Louis  
mk@racstl.org