

RESEARCH ASSOCIATE

Job Type: Full-time

Job Duration: 12 - 18 months, with possibility of transitioning to permanent employment

Salary: \$55,000-\$60,000

Location: Remote

Beginning Date: December 2024

Benefits: Vacation, flexible schedule including PTO and federal holidays, 401(k) with company match. Salary is intended to cover employee health insurance needs, and employee is responsible for ensuring their own coverage (ICHRA plan available)

Do you love museums and data? Do you find spreadsheets exciting? How are you at logic problems?

If you like these questions, we would love to chat with you about our Research Associate position!

Wilkening Consulting is expanding to include a Research Associate so we can build capacity and better serve the museum field over the coming year. This position is fully funded for 12 months, and will likely be funded for an additional 6 months. Our goal is to make this a permanent position in 2026.

Position summary:

The Research Associate will be involved with all aspects of research conducted by Wilkening Consulting, including fielding research, managing data sets and reporting, and dissemination of research results. This is an entry-level position, perfect for individuals starting their careers, but we also welcome applicants who would like to transition into research. We are looking for someone who is excited about museums and data, and who loves nothing more than to make sure every data point on a spreadsheet is correct and in the right place.

Responsibilities:

Learning Opportunities

- Dive deep into how our research projects work, and learn the nuts and bolts of survey design and administration
- Develop an understanding of the ethics and principles of research
- Gain a nuanced perspective of the richness and variety of the museum field, and its work throughout the United States, by supporting the research efforts of hundreds of museums
- Encouragement to pursue curiosity, attend conferences and meetings

Quantitative Research

- Assist in the management of the Annual Survey of Museum-Goers, including tracking museum deliverables, developing templates, pulling down reports, and developing individual museum reports
- Assist in the management of client audience research projects
- Assist in the management of research projects measuring scope and impact of museum field

Qualitative Research

- Manage online qualitative panels, interacting directly with research participants

Research Dissemination

- Manage the Wilkening Consulting website and social media pages
- Manage the Wilkening Consulting email list and communications

Other Tasks

- Responding to clients as needed

Qualifications:

- Bachelor's degree
- Museum experience is a plus, but not required
- An intrinsic love of data and spreadsheets, and a desire to ensure everything is in its correct place
- Enjoys working alone, is a self-starter, committed to accuracy and efficiency ... but also enjoys contributing to and pulling their weight on a team
- Strong written and verbal communications skills
- Excellent organizational and analytical skills with strong attention to detail
- Familiarity with website design
- Curious and willing to learn
- A commitment to promoting diversity, equity, accessibility, and inclusion in the museum field

Reporting relationship:

Wilkening Consulting is a small but mighty team, and the Research Associate will be working closely with all team members. The Research Associate's day-to-day supervisor will be Jessica Strube, Senior Research and Project Manager.

Remote work considerations:

As a remote employee, applicant can reside in any part of the United States. Employee is expected to work a full-time, distraction-free schedule, but there is flexibility in making their own hours. Employee is expected to provide their own workspace. Wilkening Consulting can either purchase a workstation for the employee or provide a technology allowance. Employee will be expected to travel at least once a year for an in-person staff meeting.

To apply:

We've put together a short questionnaire for interested contractors to complete. You can find the questionnaire below, and when you are ready, go to [**this link**](#) to submit your initial proposal.

Please do not call or email us about the position. We'll share our progress on hiring this position on our website, and try to be as transparent as possible.

We can't wait to hear from you!

Wilkening Consulting will not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, disability or marital status, and will undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force.

HIRING QUESTIONNAIRE

1) Your name:

2) Your email address:

3) Your location (city, state):

4) How did you hear about this position?

5) What types of museums have you worked in? (If multi-disciplinary, indicate all disciplines.)

Art museums

History museums or historic sites

Botanical gardens or arboreta

Zoos or aquaria

Children's museums

Science centers or museums

Natural history museums

I have never worked at a museum

Other -please specify: _____

6) Why are you interested in audience research? Have you used it before in your work or studies? If so, how? If not, why not?

7) What are two or three things you would love to know about museum audiences?

8) Tell us about something you have organized recently OR an organizational project you successfully completed. It can be anything, from something for work or in your home or personal life. (Susie's would be thread organization ... so really it can be anything!)

- What did you organize?
- How did you organize it?
- Why did you feel it needed organization?
- How does the completion of this project make you feel?

9) Outside of museum work, what are you curious about?

10) If you have any immediate questions about the position, please share them here. It's OK if you don't have any yet.

11) Upload your resume only here (and please NO cover letter. Seriously, we won't read it. Your thoughtful response to this questionnaire is all we need!)

*Allowed types: png, gif, jpg, jpeg, doc, xls, docx, xlsx, pdf, txt, mov, mp3, mp4
Max file size: 500 KB**

12) Please provide 2 - 3 references here.

NOTE: we will only be contacting references of individuals who have been interviewed. We would like you to share them now, however, so we know who are the people that are supporting you and cheering you on.

13) Thank you so much for your interest! If you have anything else you wish to share with us, you can do so here.

Otherwise, please click on "submit" or the forward arrow and you should receive an email confirmation of your application. (It may take a couple of hours for the confirmation to appear in your inbox.)

- Susie Wilkening and the Wilkening Consulting Team

Thank You!