

## PERSON SPECIFICATION FOR THE POSITION OF RESEARCH ASSISTANT

### General Profile

The successful candidate will:-

1. Be highly intelligent – graduate calibre;
2. Be a ‘completer-finisher’ with rigorous attention to detail;
3. Have a high level of proficiency in both the English Language and IT together with the ability to analyse both quantitative and qualitative data;
4. Have an interest in art and culture;
5. Enjoy working in a team;
6. Be able to work on his/her own initiative, manage time effectively and work accurately and quickly under pressure;
7. Have a flexible approach and be capable of responding to changes in project specifications and deadlines;
8. Be prepared to work abroad to help conduct our international business as and when required;

### Essential Skills

9. Be able to write clearly and concisely and explain complex issues in a way that is easily understood;
10. Be able to communicate effectively with people at all levels – internally and externally;
11. Have very good IT skills including Word & Excel;
12. Have excellent time management skills to ensure work is completed to tight deadlines;
13. Experience of the cultural and / or the arts sector; (either through paid work, voluntary work or studying)

### Experience Which Would Be Useful Though Not Essential

14. Experience of market research and / or the arts sector;
15. Digitally literate with experience in using online methodologies and social media for research and communications;

16. Experience of managing projects to agreed timescales; (either through paid work, voluntary work or studying)
17. Experience with Apple Macs.