



P R O F E S S I O N A L O P P O R T U N I T Y D E S C R I P T I O N

PRIMARY SERVICES: Project management, logistics, documentation, administration

INCOME: Estimated annual fees totaling \$49,900 – \$66,500 (based on \$40.00 per hour)

SERVICE DELIVERY: Estimated year-round, 20-32 hours per week

LOCATION: Flexible, primarily remote

STATUS: Independent contractor

OPPORTUNITY: IMPACTS Experience seeks an organized professional to provide project management, logistical, design, and administrative consulting expertise to its projects to support the development and production of the Company’s executive workshops, partnerships, and speaking engagements. This position is ideal for a detail-oriented professional with an administrative background and an interest in providing services in support of cultural organizations such as museums, zoos, aquariums, and performing arts organizations.

The ideal consultant is a self-directed professional who is able to successfully work independently and provide services remotely while communicating with the Company and its clients primarily via video, phone, and email.

BACKGROUND: IMPACTS Experience primarily serves nonprofit, visitor-serving organizations by utilizing innovative predictive research technologies to help clients identify, understand, influence, and engage their target audiences. IMPACTS Experience uses market research and behavioral economics principles to produce workshops and other client-focused engagements to share data and analysis concerning the public’s perceptions of cultural organizations including museums, zoos, aquariums, botanic gardens, historic sites, and performing arts institutions.

SERVICES DESCRIPTION:

- Provide logistical, coordination, and facilitation support for IMPACTS Experience, including documenting ongoing project communications
- Coordinate project scheduling
- Support the project inquiry and intake processes
- Coordinate technology logistics (e.g., Zoom) to support digital engagements
- Copy editing and design services to support the Company's communications and publications
- Other related services

HELPFUL SKILLS AND EXPERIENCES:

- Detail-oriented and organized
- Self-management skills and experience working independently
- Ability to communicate with executive leadership of cultural organizations
- Project management experience
- Excellent writing and written communication skills
- Ability to work well remotely in support of an agile team
- Scheduling (managing calendars and timelines)
- Technological skillsets:
 - o Zoom
 - o WordPress (support updates to the IMPACTS Experience and *Know Your Own Bone* website)
 - o PowerPoint (designing and branding presentation decks)

If you are interested in providing consulting services responsive to this opportunity to IMPACTS Experience, please provide a statement of credentials and experiences (curriculum vitae or resume format preferred) via email to the attention of Colleen Dilenschneider at opportunity@impactsresearch.com.

IMPACTS Experience seeks to engage the Project Management consulting services described within this Opportunity Description as soon as possible.