



**Opportunity Overview: Recruiting Associate**  
(Freelance, with potential for future employment)

Tom O'Connor Consulting LLC seeks a motivated, personable, and intuitive administrator to aid in the execution of the consultancy's recruiting practice. Exclusively serving the arts and culture industry, recruiting engagements with Tom O'Connor Consulting generally include senior and mid-level roles with marketing and audience/visitor services specializations. The Recruiting Associate will work on a freelance basis when project volume warrants, with the potential for employment as the consultancy continues its growth trajectory.

Core attributes of this work and associated tasks are as follows:

**Motivated**

The successful Recruiting Associate will be someone who is naturally motivated to remain up-to-date with staffing/hiring changes within the American arts and culture landscape, and who takes a proactive stance in contacting established and emerging leaders regarding current and potential future opportunities. This individual will aid in the growth of the consultancy's candidate database, and the identification of recruiting targets at the regional, industry, expertise area, and individual levels.

**Personable**

The Recruiting Associate will conduct select first-round screener and cultivation conversations, and should be a personable ambassador for Tom O'Connor Consulting on behalf of its principal and clients. Tom conducts all candidate conversations with the same respect for the individual as for the client, and demands the same of all subcontractors and collaborators. The ability to do so while also being direct, clear, and aware of time constraints will all be essential skills for the successful Recruiting Associate.

**Intuitive**

A shrewd intuition for connecting skillsets with unique position profiles is essential in any search, and will be a central focus of Tom's supervision. Knowledge of arts and culture marketing (and adjacent disciplines) is vital, as is an ability to distinguish style from substance in gauging an individual's expertise and track record. Titles only tell a small part of a person's story, values, and capabilities, and the ideal Recruiting Associate will have the ability—or at least the curiosity—to discern the rest through phone and videoconferencing conversations.

Compensation will be on an hourly basis as project volume demands, with the potential for bonusing based on time efficiency and consistent success. A communicative and entrepreneurial spirit is vital, and this position will hopefully evolve into a full employment opportunity. To apply, email your resumé and cover letter as one PDF file to [jobs@tomoconnor.co](mailto:jobs@tomoconnor.co) with "Recruiting Associate" in the subject line.

**Requirements and Compensation**

- Compensation: \$20-30/hour to start (anticipated 8-10 hours/week, pending client load), commensurate with experience and ability to execute the position's core functions
- Direct experience in arts and culture marketing and administration required
- Individuals from populations underrepresented in the arts field strongly encouraged to apply
- Telecommuting required with autonomous, flexible scheduling
- NYC-based individuals preferred, but not required
- Excellent communication and technology/computer skills required, along with an attention to detail that borders on pathological