

## Strategy Team Intern

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Lord Cultural Resources is the global practice leader in cultural sector planning. Since 1981, we have helped to create, plan, and operate cultural spaces and places in more than 460 cities, in 57 countries on six continents.

Our clients include some of the world's most respected and venerable cultural institutions. Lord Cultural Resources has ongoing projects around the world, a focus on physical and digital visitor experiences, and unmatched knowledge of the changing cultural landscape. Lord offers exciting opportunities to make a positive, lasting impact.

We are thinkers, collaborators, and problem solvers. We employ a human-centric approach to all our projects, engaging with stakeholders, communities, and subject matter experts, to ensure that visitor and user needs, and expectations are first and foremost in an ever-evolving and competitive market. Our team of designers and architects, planners, writers, market and financial specialists and experience creators apply their expertise to a wide spectrum of cultural projects, offering a broad range of integrated services.

We plan and develop implementable solutions, help create new visitor experiences and craft visionary strategies for museums, universities, mixed-use developments, cultural centers, art galleries, science centers, world expositions, visitor centers, heritage sites, festivals, theaters, archives, libraries, gardens, conservatories, and arboreta around the world.

### Our Commitment to Diversity

At Lord Cultural Resources, we live diversity and inclusion through our teams in Toronto, Los Angeles, New York, Mumbai, China, and Europe who communicate in 15 languages. We strengthen belonging, learning, and gaining strength from the many communities of gender, culture, race, and ethnicity we serve.

We know that inclusion is a process that requires daily focus. We actively work to create new leadership opportunities for racialized culture sector professionals: We established "Fellowship 2020 for Black Americans in Arts, Culture and Museums" in collaboration with the Association of African American Museums (AAAM) to achieve sustainable leadership positions in the cultural space. In 2021, we founded the BIPOC (Black, Indigenous, People of Color) Fellowship, [www.bipocfellowship.ca](http://www.bipocfellowship.ca), to develop new leadership opportunities for BIPOC professionals in the Canadian arts and culture sectors. We are also providing coaching services to the "Professional Alliance for Curators of Color (PACC)" - a project of the Association of Art Museum Curators.

Please visit our website at [www.lord.ca](http://www.lord.ca) to learn more.

### Job Description: Strategy Team Intern

As a member of our Strategy team, you will be working with a group of talented and creative individuals, undertaking a range of functions to help support projects and initiatives within our organization run smoothly. Reporting to a Senior Consultant, you will be responsible for providing research and project support including

presenting information and data in a variety of formats for strategic planning projects, business plans, and feasibility studies.

Responsibilities include but are not limited to:

- Conducting research by gathering, categorizing, and analyzing data and preparing synopses and summaries of studies, documents and interviews;
- Reading and interpreting research reports, survey results, and financial statements;
- Analyzing and interpreting quantitative and financial data;
- Writing research summaries on required subjects;
- Participating in internal teams as required;
- Assisting in planning and execution of office events as needed;
- Promoting the Lord Cultural Resources brand, services, and products to prospective and existing clients;
- Contributing to the development of proposal submissions;
- Proof-reading, research on museums and cultural institutions, and administrative support such as responding to information requests,
- Other duties as required.

## Qualifications

The qualified candidate must be a motivated, committed and adaptable team player with the ability to multitask, work independently, learn quickly, and deliver on tight deadlines. The candidate will have strong analytical abilities, take initiative, be detail oriented, be an excellent communicator, and have a genuine enthusiasm in museums, culture, and the arts. Other desired qualifications include:

- Undergraduate degree from a 4-year accredited university or college in a relevant field of study.
- A Masters-level degree or professional certification related to museum management, non-profit management, business administration or related field, and/or equivalent experience (completed or in progress);
- Relevant work experience, ideally for writicultural institutions or organizations;
- Demonstrated experience compiling, analyzing, and communicating qualitative and quantitative data to support industry-related recommendations;
- Exceptional written and oral communication skills in English;
- Proficiency with MS Office Applications, including functional knowledge of Excel, PowerPoint, and Sharepoint.
- Comfortable working in a self-directed environment to meet evolving client needs and conditions on multiple projects.

Additional preferred key qualifications include:

- Familiarity with Lord Cultural Resources' methodologies and/or ability to apply them to projects - The Manual of Museum Planning, 1991. 3rd Edition 2012, The Manual of Museum Management, 1997. 3rd

Edition 2002, The Manual of Museum Exhibitions, 2nd Edition 2014, The Manual of Strategic Planning, 2007, The Manual of Museum Learning, 2007, Manual of Digital Museum Planning, 2017;

- Advanced proficiency in MS Excel and PowerPoint;
- Additional languages such as Spanish, French, or Arabic , would be an asset.

Lord's internship program is flexible by design and can be adjusted to meet specific program requirements. Internships typically last 10-12 weeks and include a mix of remote and in-person work.

#### Compensation Information

This is a paid internship position.

Pay: \$18/hr

#### To Apply:

Please forward your cover letter and resume to [hr@lord.ca](mailto:hr@lord.ca) with the subject line "[Your Name] – Intern – Strategy and Business Development".

Thank you to all applicants for their interest, only candidates selected for an interview will be contacted.

*Lord Cultural Resources is an equal opportunity workplace and welcomes cultural diversity in our workforce.*