



**ONTARIO ARTS COUNCIL**  
**CONSEIL DES ARTS DE L'ONTARIO**

an Ontario government agency  
un organisme du gouvernement de l'Ontario

*The Ontario Arts Council is a publicly funded agency of Ontario's Ministry of Tourism, Culture and Gaming. We support professional artists and arts organizations to create and produce art for the benefit of all Ontarians, through grants, services, outreach and partnerships.*

**Research Analyst**

**Deadline date:** April 8, 2025  
**Type of Position:** Regular Full-Time  
**Affiliation:** Unionized Position  
**Salary:** \$59,019 – \$89,403  
**Location:** Toronto (Hybrid)

**The Ontario Arts Council (OAC)** requires an experienced **Research Analyst** with a strong track record in quantitative analysis, data querying, and research methodologies. In this role, you will need to excel in quick turnaround data-related tasks and respond promptly to time-sensitive requests for information.

You will also produce comprehensive reports on business information and arts-related topics, emphasizing the impact of public arts funding. As a key member of our team, you will collaborate closely with the Associate Director of Research and Analysis and other OAC staff to ensure the accuracy and integrity of our data for outcome-based reporting and performance measures. If you are committed to working with data in a dynamic environment and want to make a meaningful impact, we encourage you to apply.

**Key Responsibilities:**

- Respond to daily research and data requests by quickly gathering and compiling the needed information, within tight deadlines.
- Determine appropriate data sources to explore to fulfill information needs.
- Develop new data products or services for use in public documents and reports and improve business intelligence.
- Oversee the collection and analysis of data, reference data and master data.
- Collect and analyze data from various sources to evaluate and measure organizational performance, ensuring accurate and timely reporting of key performance indicators.
- Analyze data and findings using a variety of computer programs such as statistical analysis programs, database programs, spreadsheets, including the transfer of information between programs.
- Implement various data analysis approaches such as descriptive statistics, cross-tabulation, data visualization, and data transformation.
- Accurately code and enter data, ensuring all information is correctly categorized and recorded.
- Set up and run standard queries leading to the production of printed tables of key statistics.
- Extract and compile relevant information and statistics from research reports and other sources.

- Contribute to a strong data culture through developing information materials and presentations about OAC's arts data.
- Conduct literature searches, information interviews and other forms of preliminary investigation on identified topics.
- Assist in establishing the scope and practicality of research assignments, including suggesting alternatives research methods.
- Provide expert advice in response to technical or practical difficulties affecting the progress/completion of research and data projects and make recommendations to resolve problems.
- Prepare clear and concise analyses of research and data reports, including writing text analysis of statistical findings; merging text, tables and graphs into report format; and proofreading and modifying reports through several drafts.
- Present findings that use data visualization software to generate graphs by importing from a spreadsheet or other computer file or by direct data entry.
- Summarize major findings and identify implications of results in a clear, appropriate format.
- Produce subjects, or theme-specific research abstracts or bibliographies.

### **Key Qualifications:**

- Bachelor's degree in data analysis or social science research focusing on quantitative research methods, or equivalent experience.
- 2+ years of experience in data analysis, research, or policy analysis.
- Strong analytical and research problem solving skills, and experience analyzing information from large databases, statistical tables and computerized data processing.
- A thorough understanding of social science research methodologies including quantitative and qualitative research methodologies.
- Advanced use of microcomputer technology including spreadsheet, database, graphics and statistical analysis software.
- Technical experience generating reports in an SQL server environment or experience working with relational database management systems.
- Expert level competence with personal computers and personal computer software, specifically MS Office 365, Office's SharePoint, Outlook, Excel, PowerBI, Word etc.
- Basic knowledge of Java, JavaScript, HTML, XML and CSS, a definite asset.
- Excellent writing skills and ability to synthesize and present complex information and statistics in a clear and understandable manner; bilingualism in written French is an asset.
- Well-developed communication and interpersonal skills to be able to interact positively and supportively with diverse populations internally and externally.
- Ability to effectively organize work responsibilities and follow-through on tasks with minimum supervision.
- Attention to detail and accuracy.
- Familiarity with Statistics Canada Canadian Framework for Culture Statistics, and Canadian Arts Data (CADAC) is an asset.

OAC is committed to building a skilled and diverse workforce. OAC values a diversity of perspectives, ideas and lived experiences as an asset in serving Ontario's communities.

OAC recognizes that interested individuals may not meet all of the above qualifications and possess other relevant education, and professional and lived experience that would make them the right candidate. Applicants are invited to share this with us in their cover letter.

Interested individuals are invited to submit a cover letter and resume:

<https://www.arts.on.ca/about-us/careers-at-oac>

*While we thank all candidates for their interest, only those selected for interview will be contacted.*

Please contact Human Resources at [hr@arts.on.ca](mailto:hr@arts.on.ca) if you are unable to apply on-line and/or require accommodations during the recruitment process due to a disability.

[www.arts.on.ca](http://www.arts.on.ca)

