Organization Background

[Ingenuity](#) was founded in 2011 to increase arts education access, quality and equity in Chicago Public Schools (CPS), the country's third-largest school district. Our mission is to ensure that *every* child, in *every* grade, in *every* CPS school has access to a high-quality arts education. We are passionate supporters of, and believers in, the power of arts education to transform the lives of students in our public schools. In partnership with CPS leaders and schools, and Chicago's vibrant community of museums, cultural institutions and community-based arts organizations, Ingenuity is driving systemic change in CPS arts education through four interconnected strategies:

- **Data & Research**: we use data to drive CPS arts education access, and disseminate these data through our *[artlook](#)*® data-mapping platform and our annual *[State of the Arts in CPS](#)* Progress Report.

- **Professional Learning**: we provide extensive [professional learning](#) to arts educators to support high-quality arts programs in schools.

- **Advocacy:** we [advocate](#) for public policies that expand arts education opportunities to students.

- **Grant-making:** through the [Creative Schools Fund](#), we provide grants directly to CPS schools to expand arts programming.

Data Analyst

Ingenuity seeks a detail-oriented individual with strong data analysis skills who is excited about two primary areas of focus for this position: complex data analysis and management and advancing equity and access in arts education for public school students.

The Data Analyst is a member of the Data & Research team and reports to the Director of Data & Research. Ingenuity's Data Analyst will focus on four distinct data-focused work strands: collection, management, analysis, and reporting.

The Data Analyst will support data **collection** through *artlook*® (https://chicago.artlookmap.com), which is a proprietary system that includes a one-of-a-kind database of arts education activities and platforms for collecting new data directly from schools and the arts organizations that support them. Ensuring the most representative possible data are collected each year is essential; engaging a large number of schools and arts partners through a variety of methods to provide data to Ingenuity's artlook® data collection sites is an important Data Analyst responsibility. The Data Analyst will also help gather and compile administrative datasets from school districts.

The Data Analyst's data **management** responsibilities will include cleaning, tracking, and updating data sources, compiling them for future analysis, and creating and/or maintaining data documentation. Through artlook® Map, the annual State of the Arts in Chicago Public Schools data report, and regular **analysis** and **reporting** for Chicago's arts education stakeholders, both

within and outside the organization, the Data Analyst will conduct a wide range of quantitative and qualitative data analyses aimed at driving change and improvement in the sector. The Data Analyst will also conduct data and analysis to support strategic initiatives internal to Ingenuity and to CPS.

A successful candidate will be a detail-oriented, strategic thinker who is eager to learn new skills and able to mix abstract reasoning with pragmatic implementation, clearly articulate analytical findings, and field questions with ease. You'll be able to converse in "data speak" to research experts and also translate key data-related ideas to non-data-experts. Additionally, the Analyst will need to be comfortable presenting findings and discussing Ingenuity's data work in front of varying audiences.

Note that Ingenuity conducts its analyses using R (https://www.r-project.org/), a language and environment for statistical computing and graphics. The successful candidate must be experienced using R or a similar language and must be willing to learn to code and operate in this environment.

Data Collection

- Develop and implement strategies to improve data collection from both administrative and survey sources.
- Design and update data collection tools as appropriate.
- Develop and help implement clear communications strategies to drive stakeholder participation in all data collection activities.
- Conduct engagement sessions with CPS staff and arts organizations of all sizes to drive participation via artlook® Schools and Partners, respectively.

Data Management

- Develop and implement new strategies for improving data management, including systems for version control and managing data from multiple sources.
- Assist with a variety of data-cleaning procedures to ensure Ingenuity's data are representative and accurate.
- Work with representatives from all stakeholder groups—primarily schools and community arts partners—to clean all discrepancies between the two stakeholder data sets.
- As appropriate, manage administrative data that supplement data collected annually from schools and arts organizations.
- Write user manuals and technical documentation as needed for system programs and defined technical processes that occur on a regular basis to aid in capacity building and institutional knowledge.

Data Analysis

- Plan and conduct all analyses used in Ingenuity's annual State of the Arts in CPS progress report, including analyzing time trends and conducting new analyses as appropriate.

- Conduct landscape research, lead focus groups, and provide quantitative analyses as needed.
- Regularly conceptualize, develop, and conduct ad hoc analyses of data from a wide range of sources, and especially from the artlook® Suite, for a wide range of arts education stakeholders.
- Develop new methods for analyzing arts education data from multiple sources and for communicating actionable insights to Chicago's arts education stakeholders.
- Work closely with Ingenuity stakeholders to develop improved methods for collecting, analyzing, and reporting on data to evaluate the impact of Ingenuity's work.

Data Reporting

- Plan for and manage production of the annual State of the Arts in CPS progress report, including writing, data visualization, and design.
- Develop and implement ad hoc data-based reports, including interactive data visualizations, for a variety of arts education stakeholders in CPS.
- Prepare presentations, case studies, and white papers using collected data.
- Present findings to a wide range of audiences.

Priority skills and experience:

A successful candidate will be detail-oriented and eager to learn new skills. Among the specific requirements:

- Accomplished manager of multiple tasks in a fast-paced, creative, and intellectually challenging environment.
- Strategic and creative thinker who can identify new opportunities, appraise their advisability, and develop recommendations about the nature and scope of present and future product lines.
- Excellent ability to communicate with diverse audiences, including engineers, designers, end users, and sector leaders.
- Capable of developing, reviewing, and advising on product specifications and requirements and communicating these to engineers and designers.
- Strong analytical and writing skills.
- Experience with or willingness to learn R ([https://www.r-project.org/),](https://www.r-project.org/) which Ingenuity's uses for data cleaning, database querying, and conducting analyses.
- Ability to present to diverse audiences.

Desired Background:

- At least 2 years' experience coding in R, Python, Stata, or other statistical analysis program preferable; demonstrated interest in coding / learning to code a must.
- Experience in establishing and maintaining effective partnerships.
- Exceptional, effective and persuasive written and oral communications skills.

- Applicants should be legally authorized to work in the United States.
- Bachelor's degree or equivalent work experience required.
- Advanced education in data science, public policy, education policy, arts administration, or business administration preferable.

Working at Ingenuity

Working at Ingenuity means becoming part of a talented team of passionate, smart people who value inclusivity and innovation, are dedicated to Ingenuity's mission, and are always looking for new ways to advance educational equity. We offer a competitive salary and benefits package and a unique opportunity to work with people and organizations in arts education throughout Chicago and beyond. Candidates who possess flexibility, maturity, vision, personal fortitude, and a sense of humor will find it a pleasure to work here.

Interested?

- Send resume and cover letter to employment@ingenuity-inc.org.

All materials will be held in the strictest confidence.

Ingenuity is an equal opportunity employer. Ingenuity encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply, including people of color, transgender and gender non-conforming candidates, as well as candidates from all socio-economic backgrounds. All applicants will be evaluated on a merit basis.