



Digitization Assistant (Part-Time, Temporary)

Location: Southport, CT (on-site)

Company: AMS Planning & Research Corp.

Hours: 10-15 hours/week, from February through at least April 2025

Schedule: flexible schedule within normal business hours of 9am to 6pm, Monday through Friday

Compensation: \$16.35 per hour

Position Overview

AMS seeks a detail-oriented Digitization Assistant to support its knowledge management functions. This temporary position will play a crucial role in digitizing and organizing company documents while maintaining filing and naming conventions.

Key Responsibilities

- Scan physical documents to create high-quality, legible PDF files using office equipment
- Process and manage digital files according to organizational protocols
- Upload scanned documents to designated email addresses and/or Dropbox folders
- Rename digital files according to AMS conventions using master documentation
- Organize and transfer digital records to appropriate subfolders in Dropbox, as directed
- Update document location information in master tracking spreadsheets
- Work collaboratively with supervisors to ensure accuracy and completion of assigned tasks

Required Qualifications

- Strong attention to detail and organizational skills
- Ability to handle proprietary documents with discretion
- Basic proficiency with office technology and scanning equipment
- Experience with Microsoft Excel and Dropbox (or similar cloud storage platforms)
- Ability to maintain accurate records and follow specific naming conventions
- Strong focus on quality control and accuracy
- Reliable and able to work independently after initial training

Physical Requirements

- Ability to stand for extended periods while operating scanning equipment



- Capable of lifting and carrying up to 25 pounds
- Ability to reach, bend, and stretch to access materials
- Physical capability to handle and transport books, papers, and other library materials
- Manual dexterity to operate office equipment and handle documents

Additional Information

- Position reports to designated supervisors in the Southport office
- Must be able to work on-site during regular business hours
- Temporary position with structured hours and clear project scope

About AMS

AMS was founded in 1988 with a deep commitment to the role of the arts in our communities.

Each year, we measure and analyze the operations of hundreds of arts organizations, facilities, and cultural complexes across North America and are deeply involved in innovative change to help producers, presenters, artists, and service organizations succeed in these complex times. We develop and apply sophisticated consumer and audience research methodologies to assess market behavior and preferences. During and after the pandemic lockdown we monitored audience attitudes by surveying more than 330,000 ticket buyers. We track long-term industry and societal trends to understand the future environment in which our clients will operate from long-established programming to newer opportunities including immersive entertainment.

Over the course of our 35-year history, AMS has served over 1,200 clients and has gained particular recognition for our work on important facilities planning projects. Our team has participated in the successful development of \$16 billion in capital facilities for the arts, ranging from small projects to those costing hundreds of millions of dollars. We have guided feasibility studies, project development efforts, and provided implementation planning on arts and cultural projects of every type and every scale.

Our notion of moving organizations beyond “sustainable” to “vital” enterprises is built on fundamental changes in how success is defined for arts and culture, how arts enterprises engage with their communities and their partners, and how a next-generation business model might work.

To Apply

Please email your resume and letter of interest to mfriedman@ams-online.com.