

# Sotheby's INSTITUTE OF ART

## **Assistant Director, Alumni Relations and Special Events**

### **About Sotheby's Institute of Art**

Founded over 45 years ago in London, Sotheby's Institute of Art is among the world's leading graduate level institutions offering graduate programs in art scholarship, connoisseurship and art business. Students learn through first-hand encounters in the art world, examination of works of art in context, and study travel. The New York Institute offers degrees in American Fine and Decorative Art, Contemporary Art and Art Business to an international student body of over 120.

**Sotheby's Institute of Art is seeking an Assistant Director, Alumni Relations and Special Events** to manage all aspects of alumni relations on a global scale and plan and execute all special events for current students and alumni at the New York campus. The Assistant Director of Alumni Relations and Special Events is a member of the Career and Student Services teams and works directly with the Director of Career Services and Associate Director of Academic and Student Services. This role will spearhead all alumni outreach activities and special events for current students and alumni.

**Responsibilities** include the following but the individual will also be expected to perform all the duties necessary which are customarily performed by a person holding this position.

### **Alumni Relations and Career Services**

- Provide outreach to alumni on a continual basis through multiple channels to foster long term relationships
- Enhance alumni engagement and facilitate networking opportunities for alumni and current students
- Partner with marketing department to capture alumni success stories and additional alumni information to showcase on website
- Plan and coordinate small and large scale alumni events in collaboration with other departments
- Secure alumni for career events, mentorship and informational resources for current and prospective student populations
- Manage all social media outlets including Facebook, Instagram, Twitter, and LinkedIn, and assume ownership of all alumni components for the SIA networking platform
- Track and ensure alumni contact and employment data is up to date
- Work on special projects as assigned by Director of Career Services and Associate Director of Academic and Student Services

### **Special Events**

- Manage all planning and logistics for career, alumni, and student services events such as receptions, lectures, panel discussions, networking events, and social activities
- Responsible for coordinating all facets of annual graduation and new student orientations
- Cultivate relationships and negotiate with new and existing vendors and external partners
- Work closely with the Office Manager and IT to arrange facilities and IT needs, and serve as primary contact during events to support successful execution

### **Knowledge and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be present in the workplace
- Ability to work as part of a team and collaboratively with multiple stakeholders including career services, admissions, student services, global marketing, IT, specific academic program areas, and colleagues at London and Los Angeles campuses
- Ability to work effectively in a fast paced work environment, with competing demands and a variety of projects and levels of responsibility
- Ability to maintain a high level of professionalism and discretion
- Ability to pass a background check

### **Qualifications**

- BA required, MA preferred
- At least two years' experience in alumni relations and / or special events
- Well versed in social media
- Previous experience in higher education a plus
- Knowledge of art market preferred
- High level of customer service orientation
- Entrepreneurial and self-directed work style with excellent organizational and administrative skills
- Strong computer skills, including Word, Excel, Outlook, Power Point
- Will require occasional evening and weekend attendance
- Professional written and spoken English language skills are required
- Excellent public speaking skills; this position requires speaking in front of a full classroom when making announcements and presentations

**Sotheby's Institute of Art offers a competitive salary that is based on education and experience.**

### **To Apply:**

- Email your **resume** and a **cover letter** that includes your **salary history** to:  
[opportunities@sothebysinstitute.com](mailto:opportunities@sothebysinstitute.com)
- In the subject line of your email enter: **"Assistant Director, Alumni Relations and Special Events"**
- Only qualified candidates should apply.

**NO RECRUITERS**

**Sotheby's Institute of Art is an Equal Opportunity Employer**

<http://www.sothebysinstitute.com>