

Sotheby's INSTITUTE OF ART

JOB DESCRIPTION

Position Title:	Internship - MA Programs Assistant
Location:	Sotheby's Institute of Art - London
Reports To:	Manager – MA Programmes
Role:	5 days a week - 8 weeks, full time, (30th January to 24th March)
Salary:	£7.20 per hour

JOB PURPOSE/OBJECTIVE OF THE ROLE:

We are seeking an individual who, as a recent graduate, is looking for an internship opportunity to work in an exciting, fast-paced and varied role at Sotheby's Institute of Art. The ideal person for this role has an interest in the art world and is keen to work closely with Academics and Students at the heart of a close-knit MA Programme Team.

Sotheby's Institute of Art can be found in the heart of Bloomsbury, London. Since its founding by Sotheby's Auction House in 1969, Sotheby's Institute - London has pioneered the education of arts professionals. The Institute currently offers four Master's Programmes: Art Business, Contemporary Art, Fine and Decorative Art and Design, Modern and Contemporary Asian Art. Each programme is validated by The University of Manchester, part of the prestigious Russell Group of Universities.

This role will be part of the MA Programs administrative team led by the Manager of MA Programs and consisting of two other Program Coordinators and a Study Trips Coordinator. The person in this role will be supporting the MA Program team in the day-to-day running of the Masters Programs offered at the Institute.

This role requires a high level of service and will provide the successful individual with the experience of covering a variety of responsibilities in the areas of communication, arts education administration, events coordination and student support. The benefits include opportunity to accompany students on visits to auction houses, galleries and museums in London and attend evening artist talks and lectures.

KEY DUTIES

Programme Administration:

- Assist in the organisation of the day-to-day running of the programmes – tasks include (but are not limited to) sending out reminders to guest lecturers, booking classrooms, setting up internal meetings, booking IT facilities, preparing letters for students and monitoring the communication channels on Canvas.

- Assist the Manager of MA Programmes in supporting the Shared Curriculum and Electives
- Respond to student queries in a timely and positive manner, highlighting issues that arise to the Programme team.
- Design and prepare programme materials including production and distribution of programme handbooks, timetables, lecture notes, maps, notices, and general information for students.
- Via Canvas (Online Learning Platform) assist in the maintenance of student portals so that students have online access to the timetable, course materials, assessment, set readings etc.
- Assist in the organisation of events, such as student receptions and assist with the annual orientation days and graduation ceremony, as needed.
- Support the Study Trips Coordinator as and when necessary.

Maintaining Systems and Records:

- Assist in the monitoring of attendance records for each teaching session in line with regulations.

Wider Institute Support

- In the event of sudden illness or absence and schedule permitting, support other programmes on a temporary basis.
- There will be a requirement to provide reception cover on a regular basis. This is organised formally by the Front Office team.

PERSON SPECIFICATION

Essential

- Experience of working collaboratively as part of a team
- Strong organisational and planning skills
- Demonstrable experience of prioritising tasks while facing competing deadlines and making sure high standards and accuracy are maintained
- Excellent numerical, verbal and written communication skills
- Ability to be proactive and resourceful
- Be IT proficient with advanced skills in Microsoft Office applications including Excel, Word, PowerPoint and Outlook and, following relevant training and support, with CAMS (Institute student database)

Desirable

- Educated to Degree level
- Interest and enthusiasm for the visual arts

Please note the following:

1. Applicants must be eligible to work in the UK
2. Please submit both your CV and a covering letter for this position. The covering letter should detail your interest in this role and outline your experience against the requirements detailed in our Person Specification.
3. Please submit all documents to this email address:
vacancies@sothebysinstitute.com
4. Please state in your email where you have seen this role advertised.

****Please note**:**

Deadline for applications is: 20 January 2017

Updated January 2017