

Sotheby's INSTITUTE OF ART

JOB DESCRIPTION

Job title:	Public Programmes Coordinator
Hours:	4 days/week
Based in:	Sotheby's Institute of Art, London
Reports to:	Director of Public Programmes

JOB PURPOSE/OBJECTIVE OF THE ROLE:

To support the Public Programmes Courses in London and beyond. The role will contribute to the planning, marketing, delivering, administrating and evaluating of Public Programmes.

KEY DUTIES AND RESPONSIBILITIES:

Public Programmes

1. To contribute to the planning, development, administration and delivery of courses, as well as the marketing initiatives per course in conjunction with the Public Programmes team, aligned with Sotheby's Institute of Art branding.
2. To receive and respond to queries – assist in guiding participants re their choice of programme and in the “selling” process and manage the Cams data for PP (lead capture).
3. To support, administer and coordinate the Tuesday evening courses (three terms of 6-weeks each) and other courses throughout the year. This role will include, but is not limited to, liaising with speakers, sending confirmation letters, researching and preparing handbooks and communicating with all stakeholders.
4. To organise course logistics including booking rooms, liaising with IT and Facilities, monitoring budgets, setting up classrooms, meeting and greeting of visiting lecturers and participants upon arrival.
5. To be responsible for participant bookings and payment; payment to lecturers; and the maintenance of participant records using electronic and hard filing.
6. To prepare programme materials including production and distribution of programme handbooks, timetables, lecture notes, maps and general information for participants.
7. To assist with general Public Programmes and Institute tasks, including ordering wine, lunches, transport, stationery, booking flights, accommodation and transfers etc.

8. To support Public Programmes at Institute events such as Open Days and other special events.

This role will report into

Director of Public Programmes – Lyn Calzia

Minimum requirements (essential)

1. High level interpersonal skills including: hospitable, discretion and diplomacy.
2. Organisational and administration skills; ability to prioritise work, meet deadlines, alert to action which needs attention in the short and long term.
3. Excellent spoken and written communication skills.
4. Ability to work under pressure and manage conflicting priorities, handling a number of tasks at the same time.
5. Self-starter: able to work on own initiative and with speed and precision; able to follow up issues and chase action without prompting; handle unexpected issues in line manager(s) absence in an appropriate manner and solve problems.
6. Ability to recognise sensitive and political issues and to act accordingly; to spot impending problems and alert line manager(s); to judge when to seek advice and when to take action on own initiative.
7. Flexibility: the ability to be adaptable and provide cover where and when necessary.
8. Analytical skills; ability to research issues; networking skills; Numeracy and a good grasp of budgetary principles.
9. IT skills; proficient use of MS Office package (Outlook, Word, Excel, PowerPoint), Internet, databases

Additional requirements (desirable)

1. BA Degree
2. An understanding of and interest for the visual arts and the art market

Please submit a CV and covering letter stating what you can bring to this position and why it interests you:

Mark Stringer, Director of Resources
m.stringer@sothebysinstitute.com

Application deadline date:

2 April 2017

Interview date:

5 April 2017