

Sotheby's INSTITUTE OF ART

Program Manager, MA Partnerships

About Sotheby's Institute of Art

Founded in 1969 by Sotheby's auction house, the Sotheby's Institute of Art (SIA) is the first and foremost graduate school for the study of art and its markets. Located in one of the most vibrant art cities of the world, Sotheby's Institute of Art, New York has been an accredited member of the National Association of Art and Design since 1989 and holds degree-granting authority from the Regents of the State of New York. With campuses in New York, London, and Los Angeles, the Institute continues to offer innovative and progressive academic and professional training to prepare students for exciting careers in the art market. Today, the Institute's more than 6,000 alumni hold leadership positions worldwide in auction houses, galleries, art fairs, museums, and art organizations.

SIA is seeking a Program Manager to ensure smooth operation of the MA Art Business Program partnerships, with a focus on the Sotheby's Institute of Art-Tsinghua University articulated program (SIA-TU); the role involves both student services and administrative functions. It also includes planning and implementation of site visits and study trips. This full time position is based in New York and includes some nights and weekends.

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. Duties are based on the needs of the Art Business Program Director. Other duties may be assigned.

Program Administration

- Oversee operations and provide administration and coordination of program activities and services for faculty and students in the Art Business partnership programs
- Assist Program Director with troubleshooting and resolving administrative issues
- Coordinate communication with and facilitate administrative support for the Program Director and faculty
- Serve as front-line support for students; act as liaison with faculty, administration and Student Services
- Coordinate and manage course/room scheduling and updates with registrars across all campuses
- Manage student portal, online calendar and program announcements utilizing various LMS and student information platforms
- Monitor and track annual budgets including travel allocations, honorarium payments for guest lecturers, etc.
- Manage guest lecturer and site visit follow-up (thank-you notes, thank-you gifts, etc.)
- Assist with coordination of Thesis procedures

Travel

- Support the design and delivery of site visits and study trips as directed; this may involve as much as 10 weeks of international and domestic travel (locations may include: New York, London, Beijing or Los Angeles) each academic year and may include weekends and evenings
- Initiate contact with museums, private organizations and individuals that the program will visit to determine logistical requirements and confirmations
- Liaise with travel provider as necessary regarding room reservations, flights and additional travel documentation

- Follow up after trips to ensure that final payments, thank-you notes and gifts are sent
- Maintain file on destinations (including potential areas of interest) and assist in maintenance of travel material archive

Student Services

- Collaborate with SIA's Admissions staff and partnership program staff, to assist incoming students; develop, compile and distribute mailings and orientation information; plan and staff orientation programming for various modules
- Revise and update annual New Student Welcome Page (on Canvas)
- Assist with planning and execution of program orientation prior to the start of each module
- Serve as primary contact for SIA-NY and the student body, maintaining consistent and effective communication with all students from date of enrollment through graduation
- Serve as member of the Committee on Academic and Student Services (CASS); assess needs, evaluate and analyze student services programming and initiatives; develop recommendations; implement and take appropriate action to ensure efficiency and accuracy
- Assist with annual review and update of the SIA-NY MA Student Handbook for partner programs

Institutional Responsibilities

- Actively participate in the planning and execution of new student orientation, graduation, and other Institute events (some evening and weekend work required) as directed
- Participate in admissions and recruitment presentations as directed
- Attend general staff meetings and professional development seminars and serve on committees as assigned

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.

- Excellent organization skills, detail-oriented, and proactive
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- Familiarity with international student services preferred
- Ability to travel locally, nationally and internationally
- Ability to be present in the office
- Ability to pass a background check

Qualifications

- BA required; MA in a visual arts field, Higher Education or student affairs preferred
- Prior administrative experience in demanding environment
- Experience in higher education setting desirable
- Experience working and living in China
- Legal authorization to work in the United States

Language Skills

- Professional written and spoken language skills in English and Mandarin Chinese are required
- Excellent public speaking skills

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
- In the subject line of your email enter: **"Program Manager, MA Partnerships"**
- Only qualified candidates should apply

NO RECRUITERS

Sotheby's Institute of Art is an Equal Opportunity Employer

<http://www.sothebysinstitute.com>