

Sotheby's INSTITUTE OF ART

Executive Assistant

New York City

About Sotheby's Institute of Art

Founded in 1969 by Sotheby's auction house, the Sotheby's Institute of Art 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 is 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.

Sotheby's Institute of Art–NY is seeking an Executive Assistant to support the Director and CEO, and to provide excellent service to students, faculty, administrators, executives, outside professionals, and visitors. This is a public-facing position and the ideal candidate must be proactive, diplomatic, detail-oriented, and be able to problem-solve with skill and comfort. The candidate must be professional, highly organized, and work well with minimal supervision.

Responsibilities

- Provide administrative support for the Director and CEO
- Schedule meetings and conferences accurately and promptly
- Handle time-sensitive and confidential matters in a timely, careful and discreet manner
- Support Office Manager with office needs as assigned (e.g. ordering supplies, arranging catering, etc.)
- Provide administrative and clerical support for Staff, Program Directors, and Faculty
- Perform receptionist duties
- Reconcile credit cards and submit monthly expense report
- Outlook calendar management
- Book travel
- Draft documents and presentations in coordination with the needs of the Director and CEO
- Take meeting minutes with accuracy and distribute as appropriate
- Process/ scan/ email invoices
- Help coordinate and manage special events and admissions events
- Other administrative duties as assigned

Requirements

- BA in Art History or related field, MA preferred
- Knowledge and interest in art history and art world
- Minimum of 3 years' experience in an administrative role, preferably in an institution of higher education
- Exceptional written and oral communication skills; ability to draft professional quality communications

- Ease and skill at multi-tasking and effectively managing multiple requests and projects when responsiveness and follow-through are critical
- Ability to work with all levels of internal management, students and faculty, as well as with outside constituents
- Ability to organize, plan and prioritize work activity with little supervision
- Ability to use discretion and to represent the Institute in a professional manner

Skills

- Foreign language skills a plus
- Fluent Chinese written language and Mandarin speaker a plus
- Proficient with MS Office Suite, Google Docs; familiar with Photoshop, InDesign, a plus

To Apply

- Email your **resume** and a **cover letter** that includes your **salary request** to: opportunities@sothebysinstitute.com
- In the subject line of your email enter: **“Executive Assistant”**
- Only qualified candidates should apply
- Must be authorized to work in the United States
- NO RECRUITERS

Sotheby's Institute of Art is an Equal Opportunity Employer