

Sotheby's INSTITUTE OF ART

Director, Career Services

Sotheby's Institute of Art has an immediate opening for the Director of Career Services position. The Director will manage all of aspects career services and programming for current students and alumni with their career planning and successful transition to employment in the art world. Based in New York, this position will report to the Director and CEO.

Essential Duties and Responsibilities

Specific duties and 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. Other duties may be assigned.

- Provide one-on-one career advising sessions, plan and implement career programs and events, as well as review resumes / cover letter and other professional correspondences
- Collaborate with alumni relations to plan and coordinate networking opportunities that includes engaging alumni for career events, as mentors, as mentors for current students, and as referral sources for job and internship opportunities
- Connect career opportunities made possible via SIA faculty to our MA students and alumni by collecting and sharing job opportunities
- Develop new employment and internship opportunities within the NY and US art world by cultivating contacts and fostering relationships with auction houses, galleries, museums, art fairs, and other arts organizations.
- Manage *SIA connect*, the internal job / internship portal cultivating relationships with the Institute's existing portfolio of employers and expanding the employer network
- Serve as liaison to Sotheby's Auction House and its affiliate companies Talent Acquisition and Human Resources Department, \ a major employer of our graduates
- Work with counterparts at London and LA campuses to share resources and facilitate access to career services support across campuses, depending on students' target geographic market.
- Mount career fairs (at least twice a year) hosting opportunities for prospective employers to present their companies and for our students to learn more about various careers in the art industry
- Speak at admissions events, alumni events, and participate on career panels where appropriate
- Serve as an ambassador for Sotheby's Institute of Art, promote professional development in the art market, and proactively advance the careers of our MA students and alumni.
- Teach non-credit classes on resume building, interview skills, negotiation, job research skills, and other professional development subjects as well.
- Collaborate on special projects and Institute-wide initiatives as needed
- Support and embrace diversity
- Demonstrate professionalism and diplomacy in interpersonal relationships

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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 admissions, student services, global marketing, IT, specific academic program areas, and colleagues at London and Los Angeles campuses
- Ability to work successfully with a diverse domestic and international contingency of staff, faculty and students
- 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 career services or in providing career counseling
- Previous experience in higher education a plus
- Knowledge of art market desirable
- Experience working with international student population preferred
- High level of customer service orientation
- Entrepreneurial and self-directed work style with excellent organizational and writing skills
- Strong computer skills, including Word, Excel, Outlook, Power Point
- Will require evening and occasional weekend attendance

Language Skills

- 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** to: opportunities@sothebysinstitute.com
- In the subject line of your email enter: "**Director, Career Services**"
- Only qualified candidates should apply

NO RECRUITERS

Sotheby's Institute of Art is an Equal Opportunity