

Alumni Relations and Admissions Advisor (NYC)

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 (SIA-NY) has been an accredited member of the National Association of Schools of Art and Design (NASAD) 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.

Position Purpose:

The Alumni Relations and Admissions Advisor will be a key member of the Admissions team managing the databases and records of our 6,000+ international alumni and working to promote our alumni through SIA social media, marketing, press, and events. This role will be responsible for strategically increasing engagement with alumni and prospects through on and off-site events and website and social media initiatives to foster and develop the Sotheby's Institute of Art community and global network of art world professionals. By working closely with the Admissions team, Career Services, and SIA staff and faculty, he/she will be instrumental for championing the career success stories of our SIA alumni and helping to connect both our alumni and our MA students with art world internships and jobs.

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.

Alumni Relations

- Build, maintain and manage international network of SIA alumni via databases, communication tools, and special events.
- Plan and coordinate networking opportunities and events for alumni, current students and prospects.
- Secure alumni for career events, mentorship and informational resources for current and prospective student populations.
- Increase alumni engagement and exposure by collaborating with marketing and career services.
- Manage all social media outlets including Facebook, Instagram, Twitter, and LinkedIn, and assume ownership of all alumni components for the SIA networking platform.
- Track and ensure alumni contact and employment data is up to date by providing continual outreach through multiple channels to build long term relationships.
- Work closely with Career Services to ensure career opportunities are shared with alumni and students.

Admissions Advisor

- Ability to plan for and organize domestic admissions and recruitment events, including but not limited to on- and off-campus student information sessions, presentations, SIA Open House, yield events, and special events (e.g. artist talks, SIA speaker series) with alumni.
- Serve as the initial point of contact for prospects met during off-site recruiting events.
- Possess outstanding presentation skills in multiple formats to market SIA and its programs to prospects.
- Provide reports as required.
- Participate in policy and procedure development for recruiting.

Requirements

- Ability to collaborate and maintain effective working relationships with faculty, staff, students, and external contacts.
- Excellent organizational skills with the ability to manage multiple tasks simultaneously
- Ability to prioritize and meet deadlines.
- Strong service-orientation and a proven commitment to working with diverse populations.
- Excellent communication, interpersonal, and counseling skills.
- Experience with automated database systems, including a CRM and Student Information System.
- Willingness and ability to travel locally, nationally and internationally for recruitment approximately 15-20% of the time.
- Willingness to occasionally work evenings and weekends.
- A valid driver's license is essential.
- Ability to be present in the office.
- Ability to pass a background check.

Education, Work Experience and/or Licensure

- Bachelor's Degree required, Master's a plus
- Minimum 2 years of professional experience in art world, business, or higher education preferred.
- Entrepreneurial and self-directed work style with excellent organizational and administrative skills
- Strong computer skills including Word, Excel, Outlook, PowerPoint
- Well-versed in social media
- Knowledge of and passion for the visual arts and the art world preferred
- Work experience in the art world a plus
- Sotheby's Institute of Art alumni a plus

Language Skills

- Excellent oral and written communication skills in English
- Confident public speaking and presentation skills
- Foreign Language(s) considered a bonus, but not required

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: **"Alumni Relations and Admissions Advisor"**
- Only qualified candidates should apply

NO RECRUITERS

Sotheby's Institute of Art is an Equal Opportunity