

Sotheby's INSTITUTE OF ART

Director, MA in Contemporary Art Program

Sotheby's Institute of Art is seeking a Director for the Contemporary Art program. This is a senior academic position within the Institute and the holder will be expected to not only lead the Institute's Masters level program in Contemporary Art but also add to the stature of the Institute in terms of research and academic credibility. The post holder will also be expected to take on teaching and managerial responsibilities beyond the program director role as needed.

Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be assigned.

- To ensure exceptional teaching quality throughout the program and where necessary improve it and to ensure standards are equivalent to others in the Institute.
- To be innovative and forward-thinking as contemporary art evolves and to incorporate changes in the contemporary art world and emerging contemporary artists in all geographical regions in syllabi and curricula
- To give lectures, seminars, tutorials, and to lead tours throughout the program as appropriate and to participate in assessment of student work.
- To lead a program of field study visits to locations relevant to the contemporary art world
- To plan the timetable of the program and allocate tasks within it.
- To hire and supervise high quality and appropriate faculty, guest lecturers, consultant lecturers, and external examiners.
- To oversee the program manager and via the manager, supervise the schedules, travel and day to day operations of the program.
- To comply with all standards of the accrediting body and the Institute and ensure all staff in the program comply with those standards.
- To oversee the assessment processes in accordance with the standards of the accrediting body and the Institute.
- To oversee the admissions and interview process for the program to ensure all prospective MA students are well informed and that appropriate applicants are selected.
- To contribute to the development of the related programs and teach in them.
- To oversee the guest artist lecture program.
- To maintain a broad knowledge of developments and research in a relevant subject field to ensure teaching is up-to-date and of a high standard.
- To support and embrace diversity
- Demonstrate professionalism and diplomacy in interpersonal relationships
- Ability to be present at the Institute as determined by the Director of the Institute.

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Research Duties and Responsibilities

- To publish academic research in high quality monographs and catalogues and in appropriate journals (where possible peer-reviewed) of national and international standing.
- Consistent with the resources available and other teaching and administrative obligations, to present research findings at appropriate national and international conferences.
- To contribute fully to the research culture of the Institute, both in teaching methodology and subject specialization, through participation in staff seminars, committees, focus groups, etc. and to undertake co-supervision of research students.

Administrative Duties and Responsibilities

- To undertake any specific task as may be reasonably requested by the Director of Sotheby's Institute of Art, New York.
- To oversee the clear and efficient running of the MA Contemporary Art program.
- To contribute to the formulation of academic policy and strategy.
- To work with the admissions and marketing teams to ensure the program is promoted accurately and effectively.
- To determine the program budget and maintain this within agreed levels.
- To prepare annual reports, program documents, and any other materials required by either the Institute or the Accrediting body.
- To chair the program committee and staff student consultative committee and to attend the Academic Committee and any other committee pertaining to the academic health and growth of the Institute.
- To chair MA Contemporary Art meetings on a regular schedule
- To maintain amicable and creative links with the relevant departments of Sotheby's auction house and throughout the contemporary art world.
- To participate in and contribute to admissions recruiting efforts and media productions that actively introduces the Institute to prospective students via artist talks, panel discussions, and other events.
- To help foster career opportunities for students and alumni who graduate from the MA in Contemporary Art program.

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.

- Leadership in the field of Contemporary Art with a broad knowledge of trends, history and criticism.

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- Thorough familiarity with Contemporary Art markets – valuation, emerging markets, sales practices and context, and current developments.
- A wide range of published material and an extensive record of teaching and lecturing.
- Ability to successfully work with a diverse domestic and international constituency of faculty, staff, and students.
- Stature in the field and active relationships with the contemporary market.
- Ability to travel in keeping with the needs of the Contemporary Art Program as determined by you in consultation with the Director of the Institute.
- Ability to be present at the Institute as determined by the Director of the Institute.
- Ability to pass a background check.
- Proficiency with MS Office and ability to use technologies for academic programs (CANVAS, CAMS, etc.)

Education, Work Experience and/or Licensure

- Position requires an MA or PhD in Contemporary Art
- Must be a professional with exceptional art profession credentials as well as advanced academic degree relating to the relevant art field.
- Must have experience in both academic and art market environment.

Language Skills

- Excellent command of the English language
- Excellent written and verbal communication skills.
- Foreign language(s) a plus

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, MA for Contemporary Art Program"**
- Only qualified candidates should apply

NO RECRUITERS

Sotheby's Institute of Art is an Equal Opportunity