Sotheby's INSTITUTE OF ART

Educational Technologist (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

About the Position

Sotheby's Institute of Art has an immediate opening for an Educational Technologist. The Educational Technologist is responsible for the use and application of e-learning tools for audiences ranging from high school to graduate programs for an international audience. Although initially focused on programs for Sotheby's Institute of Art (SIA), these responsibilities may extend to other educational entities within the CIG Education Group and to the development of a shared services model that would be responsible for supporting the digital learning of SIA and other educational ventures that may be developed. In this scenario, s/he would take a lead role in the recruitment and supervision, if and as needed.

The Educational Technologist supports faculty and students in the appropriate application of educational technology to meet the needs of students with multiple learning styles within a blended and online environment. S/he will be responsible for introducing and incorporating appropriate technology for teaching and learning, handling support issues related to such use cases, and leading faculty and student training on digital platforms. S/he will work independently or with faculty and students to ensure smooth operations across different environments. S/he will demonstrate and use effective analysis, project management, course management and evaluation skills in order to train and enhance the strengths of individual faculty members, assisting them to provide multiple modes of learning, to utilize the Learning Management System, multimedia and other distance learning modalities effectively.

The Educational Technologist will liaise with admissions, IT, subject area program directors and experts from CIG Education schools to ensure faculty, students and administers have proper access to e-learning tools and environments.

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.

- Ensures pedagogical excellence in utilizing e-learning tools and environments from inception to completion; this includes, but is not limited to: instructional strategies, faculty training, student support, learning management systems, assessment techniques for measured learning, and appropriate integration of instructional technologies, troubleshooting and best practices.
- Identifies needs, requirements and pricing for the use of educational technology, and the ongoing monitoring of these tools, software and platforms.
- Works closely with faculty on technology integration during course planning and curriculum design; consults with faculty, both individually and in teams, on established pedagogical standards for online learning.
- Manages the creation and closure of online course shells, the accuracy of online course content, and access to online courses for students, faculty and staff.
- Supports the successful handoff of students from admissions to online course enrollment, and up through completion.
- Works with IT to ensure adequate customer service for lower tier needs regarding online platforms.
- Handles support for faculty and student issues related to technology used for teaching and learning.
- Provides innovative solutions and constant improvement to the application of educational technology in blended and online courses.
- Demonstrate professionalism and diplomacy in interpersonal relationships.
- Support and embrace diversity.

Knowledge and Abilities
To perform this job successfully, you 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.

- Experience in using technology to support teaching and learning in both blended and online environments.
- Be proficient on multiple learning management systems; Canvas course admin experience required.
- Experience in identifying digital learning tools that will solve a problem in an effective and cost-sensitive way.
- Able to learn new technologies quickly and know how to share that knowledge to people of all technical levels.
- Experience developing and delivering training workshops for faculty. [SEP]

- Extensive knowledge of current best practices in online education, including: learning theory, delivery models, technology tools, infrastructure, quality control and metrics.
- Strong customer service skills and experience in troubleshooting technical issues.
- Knowledge of media technology and instructional design theory; experience and competence with media development tools and course/learning management systems.
- Strong presentation, planning, organizational, and problem solving skills.
- Excellent project management skills; ability to simultaneously manage multiple projects.
- Sound judgment and excellent interpersonal skills with the ability to work successfully in collaborative manner within a team-oriented academic environment and with faculty with varying levels of instructional technology skills.
- Proven ability to be a self-starter and work effectively with a team of diverse constituents.
- Have experience in art education.
- Ability to be present in the office.
- Ability to pass a background check.

Education, Work Experience and/or Licensure
- Minimum 2 years professional experience in educational technology, preferably in higher education
- Bachelor's degree required, advanced degree preferred in instructional design, educational technology or related field.

Language Skills
Excellent verbal, written and digital communication skills in English.

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: **"Educational Technologist"**
- Only qualified candidates should apply

NO RECRUITERS

Sotheby's Institute of Art is an Equal Opportunity