

Sotheby's INSTITUTE OF ART

Director of Summer and Public Programmes (London)

Based in: Sotheby's Institute of Art, London WC1

Reports to: Director/CEO

Sotheby's Institute of Art seeks to appoint an experienced individual to this revised role in a key part of the organisation. The appointee will report to the Director/CEO as a member of the senior management team. Working alongside directors of our MA degree and Semester programmes the position is responsible for short courses, evening courses, tailor-mades and all Summer courses both accredited and non-accredited.

Job Summary – overall purpose of the job:

The post will oversee the design, delivery and sales of Public Programmes, with the priority of ensuring a high level of both quality and profitability. The position will be responsible for the overall strategy and budget and will think of creative ways to build numbers and courses. The successful candidate will be highly collegial and able to build relationships both within the Institute and beyond. They will need to be an imaginative and lateral thinker, have managerial experience and understand commercial imperatives.

Key Job Deliverables / Responsibilities – principal activities undertaken by job holder:

- 1 To lead on developing the long-term strategy for the Summer and Public Programmes, with a view to growing audiences and new business
- 2 To evaluate the existing offer and develop new courses and events across the whole range of Summer and Public Programmes
- 3 To oversee the overall design and delivery of all courses and to devise individual courses as necessary
- 4 To manage a team of approximately 4 people and be responsible for all aspects of staff management, including recruitment and performance
- 5 To monitor and report on the performance of Summer and Public Programmes including recruitment, delivery, facilities, and student/participant satisfaction
- 6 To manage the overall budget and all associated aspects of financial management, including monitoring of records, systems, payments, forecasts and reporting

- 7 To liaise with Marketing to deliver improved marketing, and oversee the delivery of all marketing and course-related materials in print and online
- 8 To keep up to date with developments in the broader educational and commercial regarding the market for adult/student/summer learning, and to build relationships and partnerships with other cultural institutions as appropriate
- 9 To oversee the smooth-running of all the administrative, financial and IT processes associated with the Summer and Public Programmes
- 10 To undertake other duties related to the Summer and Public Programmes as specified by the Director/CEO

Qualifications

- 1 BA/MA in the history of the visual arts or an arts-related subject

Experience and Skills

Essential

- 1 At least 8 years' experience of working within the arts in the public or private sectors (e.g. in a museum/gallery, university or college)
- 2 At least 5 years' experience of developing and creating learning programmes for adult audiences
- 3 Experience of income-generating programmes and a strong understanding of commercial imperatives
- 4 Accomplished at managing staff, including recruitment, performance monitoring and short-term contracts
- 5 Hands-on experience of managing, monitoring and reporting on budgets
- 6 Ability to give lectures, deliver compelling presentations and represent Sotheby's Institute at external and internal events
- 7 Proven communication skills, both written and verbal
- 8 Strong organisational and planning skills and the ability to meet regular and tight deadlines

Desirable

- 1 A clear commitment to and enthusiasm for the visual arts, art business and art education
- 2 Knowledge of issues relating to Higher Education and Leisure Learning across the public and private sectors
- 3 Detailed knowledge and understanding of UK higher education teaching and learning frameworks, in particular as they relate to student assessment, credits and university validation
- 4 Knowledge and experience of the particular academic and pastoral needs of adult, leisure and student learners

- 5 Experience of having written and published on topics related to art, business or education
- 6 A network and knowledge of contacts, tutors and experts in the visual arts and education

Applicants will require the unrestricted right to work in the UK.

The Organisation – *the job context*

Sotheby's Institute of Art - London is situated in Bedford Square, built between 1775 and 1783, one of the best preserved Georgian squares in London with a private central garden. With around 70 staff and approximately 400 full and part-time students, the London Institute is part of the 'larger academy' of Bedford Square, located next door to premier educational institutions such as the Architectural Association and the Paul Mellon Centre, with the University of London and the British Museum in the neighbouring square. Sotheby's auction house, the National Gallery, the National Portrait Gallery and the Royal Academy of Arts are a few minutes' walk away. The Institute is also close to Mayfair, the traditional centre of the London art market, where many dealers and galleries are located.

Founded in 1969, Sotheby's Institute of Art – London is among the world's leading postgraduate level institutions offering Master's degrees, Semester, Summer and Short Courses. Our Master's programmes cover four principal subject areas: Art Business, Contemporary Art, Fine and Decorative Art and Design, and Modern and Contemporary Asian Art. Within these subject areas students can take a wide range of tracks and concentrations, enabling them to create their own career pathway. For nearly 25 years we have been an affiliated institution of The University of Manchester, who validate our MA, Semester and Summer programmes in London.

Application

To apply please send a CV and covering letter to vacancies@sothebysinstitute.com, explaining concisely your suitability for the role. Please indicate current salary and notice period. Review of applications will begin immediately, with a closing date of Friday 12th October 2018. Interviewing is expected to take place in late October.