

Sotheby's INSTITUTE OF ART

Director of Administration (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:

To provide administrative, financial, regulatory, and operational oversight for Sotheby's Institute of Art-New York (SIA-NY).

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.

- Support the Director to administer the Institute on a day-to-day basis and to coordinate general administrative needs related to academic administration and accreditation matters (NASAD, NYSED, etc.), faculty and staffing, operations, student services, financial aid, and other regulatory needs as appropriate.
- Ensure the professional standards of communication, documentation, and archiving are met throughout SIA-NY.
- Work with the Director/CEO, Director of SIA Global Finance, department heads and program directors to develop and manage all departmental and local budgets, including signing off on purchases, invoices, contracts where appropriate.
- Work with program directors, faculty, and department heads to oversee accurate management of all non-salary expenses, track against approved budgets, assist in annual non-salary budget preparation, travel budget monitoring, flag and account for impending budget overruns if applicable.
- Manage contracts, budgets, and deliverables with BrandEd Shared Services for IT, Digital Learning, and Marketing.
- Supervise SIA-NY operations including the Office Services team and his/her management of all building-related activities such as construction, special events, admissions events, hours of operation, timely lease payments, vetting all operating escalations, ensuring lease compliance for the building and the storage area, holiday payments to building personnel, oversight of cleaning contracts provided by 570 Lexington Avenue, etc.
- Work with Human Resources to coordinate all NY Human Resource issues for all office staff and faculty. Duties to include onboarding and off-boarding faculty and staff, and facilitating contract process with adjunct faculty, temporary workers, and graduate assistants.
- Update and enforce a site-specific Emergency Action Plan with the Chair of the Emergency Action Committee.
- Facilitate non-academic committee meetings, including the Emergency Action Committee, Technology Committee, and others as needed, on behalf of the Director.

- Oversee calendar for the Institute to ensure that the scheduling of important events (orientation, graduation, holidays, etc), filings of accreditation documents, regulatory documents, and other time-sensitive needs are planned for and completed in time.

Requirements

- Strong PC skills to include Word, Excel, Power Point, Outlook
- Strong organizational skills
- Ability to plan and prioritize work activity in a fast-paced environment
- Adaptable to changes in the workplace
- Ability to interact with all levels of management
- Ability to communicate effectively both verbal and written
- Ability to operate all business equipment such as copiers, computers, audio visual equipment, printers, etc.
- Demonstrate professionalism and diplomacy in interpersonal relationships
- Support and embrace diversity
- Ability to be present in the office; some travel may be required
- Ability to pass a background check

Education, Work Experience and/or Licensure

- Minimum 5 years of experience in higher education administration
- College degree
- Academic and professional experience in the art world
- Experience in Microsoft Office (Outlook, Excel, Word, PPT)

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 of Administration"**
- Only qualified candidates should apply

NO RECRUITERS

Sotheby's Institute of Art is an Equal Opportunity