

# Sotheby's INSTITUTE OF ART

## **Outreach Advisor – 8 month position in 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 serve as a temporary member of the New York Admissions and Recruitment team and provide excellent customer service to prospects and applicants with the goal of increasing enrolment across MA programs at Sotheby's Institute of Art-New York. This is anticipated to be an active position November 2018 through June 2019.

### **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.

- To respond promptly to a large volume of incoming enquiries and marketing generated leads both via email and telephone about the Institute, its programs and the admissions process
- To build up a detailed understanding of SIA's programs in order to advise prospective students on the best possible programs for them
- To build up a detailed understanding of the marketing initiatives that generate leads and how to tailor communications to marketing generated leads
- To support the Admissions and Recruitment Team with the daily administration of a busy Admissions Office.
- To support with communication with prospects in preparation for Open Days
- Demonstrate professionalism and diplomacy in interpersonal relationships
- Support and embrace diversity

### **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.

- Ability to work well on their own and as part of a team
- Strong interpersonal skills and understanding of excellent customer service
- Highly organized and ability to multitask
- Ability to be present in the office
- Ability to pass a background check

**Education, Work Experience and/or Licensure**

- Bachelors degree
- Strong IT skills including experience of using a CRM system, preferably Salesforce/Engage preparing and sending mail merges, using spreadsheets and databases, and creating statistical reports.

**Language Skills**

Fluency in English, other languages 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](mailto: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**