

# Sotheby's INSTITUTE OF ART

## Assistant Director of Academics, Non-Degree Programs (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

The Assistant Director of Academics, Non-Degree Programs is responsible for ensuring the efficient development and operation of the academic elements of the online, summer, diploma, certificate, and other continuing education programs offered by Sotheby's Institute of Art-New York (SIA-NY). Responsibilities will include:

- Work with the Director to recruit, train, and evaluate instructional staff including Instructors, Course Leaders, Teaching Assistants, etc.
- Participate in the academic planning and implementation process for all SIA-NY non-degree programs
- Lead the course planning process, including working with faculty, instructional designers, and other staff on lesson planning, syllabi, guest speakers, site visits, student and faculty handbooks, etc.
- Be responsible for the creation, upload, and upkeep of all required course documents for marketing, including course descriptions, faculty biographies, etc.
- Work closely with Human Resources, payroll, and accounts payable to collect, process, and finish all contracts and payments in a timely manner
- Host academic-focused events during Sotheby's Summer Institute (both pre-college and continuing education), such as guest lecture series
- Work closely with faculty and the registrar to ensure the timely issue of Certificates of Completion and written evaluations of students, as appropriate
- Collaborate with overseas partners, as needed, to create customized non-degree academic offerings, particularly with regard to diploma/certificate programs
- Manage academic budgets for all non-degree programming (online, summer, diploma/certificate, and other continuing education programs)

### 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.

The Assistant Director will be responsible for motivating and inspiring other non-degree program staff and for ensuring that students and instructional staff attending the programs find it to meet and exceed expectations. Requiring energy and enthusiasm, the Assistant Director position is ideal for candidates

with creativity and deep knowledge of education who are excited by the prospect of creating a culture of academic excellence. Responsibilities include:

- 1) Develop a rich set of offerings for the non-degree programs that draw upon the unique opportunities afforded by Sotheby's Institute of Art-New York and that incorporate talent, resources, and opportunities presented by the milieu of New York City, art world capital.
- 2) Design program offerings, identifying luminaries to serve as guest speaker or instructors, and securing participation of guest lecturers or speakers for academic sessions. Coordinate, manage, and execute appointments of instructional staff and make arrangements for guest lecturers and site visits.
- 3) Support marketing and faculty recruitment efforts and ensure all course descriptions and required information is provided to marketing in a timely manner
- 4) Follow the conclusion of each term of courses, overseeing post course evaluation. This includes identifying areas for revision, and generally working on a process of continual improvement.

### **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.

The position requires a deep knowledge of professional art education, including pre-college academic programs for high school students. This knowledge includes designing rigorous experiential learning courses, a deep understanding of pedagogy, and experience working with both traditional academic faculty and subject matter experts as teachers. The position requires a broad familiarity with the education systems of the US. Strong preference for candidates who have five or more years of experience working in art history, art business, art education, or writing departments in high schools, colleges or universities, graduate schools, or museums. Strong preference for candidates who work with extracurricular programs, international students, and continuing education.

This position requires strong leadership skills, so past experience in leadership or supervisory roles is required. This position has a demanding schedule, and will require regular work on weekends, and possibly evenings, depending on how the program offerings evolve. Strong oral and written communication skills required. The position also requires the ability to give presentations to large groups of parents/guardians, faculty, and students.

Additionally, the individual must:

- Demonstrate professionalism and diplomacy in interpersonal relationships
- Support and embrace diversity and inclusiveness
- Ability to be present in the office
- Regular weekday (Monday-Friday) attendance/availability is required during core business hours
- Ability to work additional hours, if necessary
- Ability to travel, as needed
- Ability to pass a background check

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

The Assistant Director should have a graduate degree in art history, art business, or a related field, as well as prior experience with formal or informal continuing education or youth programs.

US Citizenship or Permanent Residence Status required.

### **Language Skills**

While no special language skills are required for the position, given the nature of the broader organization and the spirit of the educational offerings, applicants must be capable of upholding the highest standards of written and spoken English.

Proficiency in Mandarin Chinese or Korean is desirable but not required.

### **US Citizenship or Permanent Residence Status Required**

**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: “**Assistant Director Academics, Non-Degree Programs**”
- Only qualified candidates should apply

**NO RECRUITERS**

**Sotheby's Institute of Art is an Equal Opportunity Employer**