

Sotheby's INSTITUTE OF ART

Executive Assistant to the Director/CEO

Sotheby's Institute of Art – NY (SIA-NY) is seeking an Executive Assistant (EA) to support the Director/CEO. The ideal candidate will provide excellent administrative support for the Director/CEO and superb service to students, faculty, staff, and guests. Candidate must be proactive, diplomatic, detail-oriented, resourceful, creative, and collaborative. The candidate must be professional, highly organized, and work with minimal supervision

About Sotheby's Institute of Art

Founded in 1969 by Sotheby's auction house, the Sotheby's Institute of Art 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 is an accredited member of the National Association of Art and Design 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 8,000 alumni hold leadership positions worldwide in auction houses, galleries, art fairs, museums, and art organizations.

Responsibilities

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.

- Provide administrative support for the Director and CEO
- Interface with students, faculty, and staff in a professional, diplomatic, and friendly manner
- Calendar management, meeting scheduling, and conference room booking with accuracy and timeliness
- Assist with accreditation procedures, documents and site visit logistics
- Interface with Board members and executives of SIA, BrandEd, and Cambridge Information Group (CIG)
- Handle time-sensitive and confidential matters and documents in a timely, careful and discreet manner
- Draft professional correspondence and prepare presentations as needed
- Support office needs as assigned (e.g. ordering supplies, arranging catering, etc.)
- Reconcile credit cards and submit monthly expense report
- Book travel arrangements for the Director/CEO
- Take meeting minutes with accuracy and distribute as appropriate
- Assist with admissions, graduation, and special events
- Other administrative duties as assigned

Requirements

- BA in English, Art History, or related field
- Knowledge and interest in art world and art education
- At least 4 years Executive Assistant experience
- Excellent command of the English language
- Exceptional professional writing and communication skills
- Ability to multi-task and effectively manage multiple requests and projects when responsiveness and follow-through are critical
- Ability to organize, plan and prioritize work activity with little supervision
- Ability to use discretion and to represent the Institute in a professional manner
- Ability to be present in the office; regular weekday (Mon-Fri) attendance is required during core business hours
- Occasional evening and weekend work required
- Positive, proactive, and collaborative team-player
- Demonstrate professionalism and diplomacy in interpersonal relationships

- Support and embrace diversity and inclusiveness
- Ability to pass a background check
- US Citizenship or Permanent Residence Status required

Skills

- MS Office Suite, and Photoshop, InDesign a plus

To Apply

- Email your resume and a cover letter that includes your salary request to: opportunities@sothebysinstitute.com
- In the subject line of your email enter: "Executive Assistant"
- Only qualified candidates should apply
- NO RECRUITERS

Sotheby's Institute of Art is an Equal Opportunity Employer