

Sotheby's INSTITUTE OF ART

ACADEMIC DIRECTOR, GRADUATE 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.

Mission Statement

Celebrating 50 years of art business education, Sotheby's Institute of Art is the pioneer in the study of art and its markets. Our academically innovative and professionally focused curriculum enables students to acquire specialized knowledge of art's objects, histories, and markets to impact art and related industries. The Institute is committed to fostering future generations of art business leaders and cultural stewards.

About the Position

The Academic Director (AD) of Graduate Degree Programs is responsible for leading all aspects of Sotheby's Institute of Art-New York (SIA-NY) graduate degree programs and graduate certificate programs. The AD: cultivates exceptional teaching quality throughout all graduate degree programs; strategically aligns curricula across three (3) distinct MA programs (MA in Art Business, MA in Contemporary Art, MA in Fine & Decorative Art & Design), develops as well as oversees any future MA programs to guarantee programs are complementary and to ensure that each program has clear professional applications and strong career outcomes; oversees the academic experience of graduate degree students; and maintains compliance with accreditation standards.

The AD has a strong commitment to higher education, possesses an interest in art and the art world, and is willing to devote the necessary time and resources to ensure the smooth day-to-day functioning and overall academic quality of the graduate program.

The AD functions as the primary point of contact for all academic matters concerning graduate degree faculty and students in the MA programs and facilitates conversations between the graduate degree program and the other SIA departments in New York and throughout SIA global locations and partnerships.

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.

- Work with the Director/CEO on the overarching strategy for the graduate degree programs, including forming partnerships with other graduate degree programs and developing new graduate degree offerings;
- Oversee and develop the MA curricula and courses with Program Directors of the three MA programs, and work closely with Faculty, Adjunct Faculty, and Teaching Assistants as well as the Library and Library staff;
- Hire and manage the Program Directors and, where necessary, full-time Faculty, Adjunct Faculty, Teaching Assistants, Writing Tutors and ESL Tutors;
- Hire and manage the Head Librarian and, where necessary, Reference Librarian, and Library Staff;
- Serve as Faculty; the AD will teach at least one (1) graduate course per year or serve as capstone project advisor;
- Liaise with external accreditation/licensing bodies about curriculum content (where required) and ensures our teaching and curricula meet accreditation standards;
- Manage any pedagogical issues that affect the graduate program;
- Assist with the formation of an advisory council of industry employers to advise on future development of graduate degree programs and courses;
- Develop a strong working relationship with Faculty, Staff, and Administrative teams at SIA and affiliated organization;
- Work with Director/CEO and Admissions to assess enrollment capacity and strategic enrollment management;
- Ensure that all Thesis/Master's Project students have appropriate supervision and oversees graduate research issues and needs with the Head Librarian;
- Work with Admissions on admissions criteria, recruitment strategy and events, financial aid and scholarships;
- Work with Registrar on scheduling courses, field study, graduate programs, approves transfer credits, and course selection;
- Serve as an ambassador for the SIA programs in higher education community and global art community.

With respect to graduate students:

- Work with Program Directors and Faculty to maintain and enhance a graduate-level learning environment.
- Strive to provide academic guidance and support to help graduate students successfully complete their programs at SIA.
- Ensure students understand SIA policies on intellectual property, plagiarism and academic integrity.
- Collaborate with Student Services and Career Services to foster a good social climate for the graduate programs.

With respect to faculty members:

- Work with Program Directors and Faculty to ensure excellence in the MA programs and that all academic staff (especially new hires) meet program standards and accreditation guidelines;
- Maintain a commitment to diversity and inclusivity with respect to hiring faculty.

Knowledge and Abilities

To perform this job successfully, the AD must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires academic experience in higher education administration, faculty management and development, and passion for art, art history, art markets, and art business-related scholarship and professional practice, as well as an extensive network in the global art community.

The AD is a strategic thinker, seasoned administrator, diplomatic, proactive, and creative; they are able to problem solve quickly and competently; and propose and employ efficiencies in work processes. The role of the AD is highly collaborative, and the AD works well within a team environment to plan, implement, troubleshoot, and work on a process of continual improvement as the program offerings evolve.

The position requires a broad familiarity with the education systems of the US as well as an interest in collaborating with educational institutions abroad, as well as a deep understanding of pedagogy, and experience working with both traditional academic faculty and industry experts as teachers.

This position requires strong leadership skills, so past experience in leadership or supervisory roles is required. Strong oral and written communication skills are required.

- Proven track record of exceptional higher education administration experience (Thesis/Master's Project supervision; academic policy-making; higher education administration; familiarity with admissions, student services, career services, and other administrative functions; prefer accreditation experience with NASAD, NYSED, Middle States, etc.).
- Proven art industry experience and knowledge of art, art history, art markets, and art world.
- Ability to travel locally, nationally, and internationally, as needed.
- Exceptional teaching ability and interest.

Education, Work Experience and/or Licensure

- US Citizenship or Permanent Residence Status Required.
- Master's Degree or PhD preferred in art history, art business, art markets, or related field.
- 5+ years of academic leadership or higher education administration.

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.

May 3, 2019 Priority deadline. Applications will be reviewed in late May.