

# Sotheby's INSTITUTE OF ART

## Associate Director of Operations, 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.

### 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 **Associate Director of Operations, Non-Degree Programs** is responsible for ensuring the efficient and effective operations of the non-degree programs offered by Sotheby's Institute of Art-New York (SIA-NY). These programs include but are not limited to Sotheby's Summer Institute (both pre-college and continuing education), online learning, diploma/certificate programs, global partnership programs, and other continuing education programs that may be developed. Responsibilities include:

- Work with the Director, Non-Degree Programs and the Associate Director of Academics, Non-Degree Programs on the planning and implementation process for all SIA-NY non-degree programs, as part of envisioning an overall strategy aligned with SIA's mission
- Oversee budget management, projection, and analysis: this includes working with the Director and SIA Finance to ensure that all non-degree budget charges are accurate & taking the lead in managing the operational/non-academic budgets for summer, diploma/certificate, online, and other continuing education programs that may be developed
- Create and implement pedagogical training for faculty members, and evaluate instructional staff including Instructors, Course Leaders, Teaching Assistants, etc. as part of program development, in concert with the Associate Director of Academics: this includes hosting training workshops and seminars and developing self-paced online training modules
- Lead the development and implementation of extracurricular offerings for Sotheby's Summer Institute (both continuing education and pre-college): e.g., portfolio workshops, college essay workshops, program-wide field trips, etc. This includes the scheduling, planning, and execution

of opening and closing receptions for students and faculty, as well as the management of all contracts and payments surrounding out-of-class events.

- Work with SIA Student Services, BrandEd shared services, program manager(s) and coordinator(s), as appropriate, to ensure a high-quality student experience both inside and outside the classroom for all non-degree programs. This includes but is not limited to collaborating with the School of the New York Times on residency management and evening/weekend programming for Sotheby's Summer Institute-Pre-College.
- Oversee the development and implementation of an emergency action plan for SIA pre-college programs, in collaboration with the School of the New York Times and other stakeholders, as appropriate
- Work with the Director in collaborating with overseas partners to create, implement, and operationalize customized non-degree offerings, including managing the logistics surrounding global learning
- Work with the Director on team development and coordination to ensure clearly defined roles and responsibilities as well as team engagement

### **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 Associate Director is 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 Associate Director position is ideal for candidates with exceptional organizational skills and deep knowledge of education who are excited by the prospect of creating and supporting a culture of academic excellence both inside and outside the classroom. Responsibilities include:

- 1) Strategy: Collaborate on a strategy 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. This includes participating as a key player in post-course program evaluations to identify areas for revision, and generally work on a process of continual improvement.
- 2) Partnerships: Collaborate with overseas partners to create, implement, and operationalize customized non-degree offerings, including managing the logistics surrounding global learning.
- 3) Teacher training: Design and provide a pedagogical training program that will enhance the academic offerings of SIA-NY's non-degree programming. This includes hosting training workshops and seminars; developing self-paced online training modules; and working with the Director and Associate Director of Academics to evaluate instructional staff for the non-degree programs, including Instructors, Course Leaders, Teaching Assistants, etc. as part of long-term program development.
- 4) Finance: Work with the Director, Non-Degree Programs on budget management, projection, and analysis and take the lead in managing the operational/non-academic budgets for summer, diploma/certificate, online, and other continuing education programs that may be developed.

## **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, 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 exceptional organizational skills: the individual must be able to operationalize multiple programs with competing demands and produce high-end results. The individual should be detail-oriented, proactive, and creative; able to problem solve quickly and competently; and propose and employ efficiencies in work processes. The individual must be highly collaborative, working 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 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. 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, as needed
- Ability to travel, as needed: locally, nationally, and internationally
- Ability to pass a background check

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

The Associate Director must a bachelor's degree in art history, art business, or a related field, as well as a minimum of 5 years' experience with formal or informal continuing education or youth programs in the US or abroad. A graduate degree is preferred.

- 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.

**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:  
**“Associate Director of Operations, Non-Degree Programs”**
- Only qualified candidates should apply

**NO RECRUITERS**

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