

# Sotheby's INSTITUTE OF ART

## Director of Administration (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 Director of Administration (DA) is a key member of the leadership team of Sotheby's Institute of Art-New York (SIA-NY), directing the administrative departments of the institution. This includes the offices of Student Services, Career Services, Registrar, and Office Services. The DA will also work with SIA Global Finance, SIA Global Admissions, and BrandEd shared service departments, which include Human Resources, Information Technology, Legal, Marketing and Digital Learning to provide administrative support and services. The ideal candidate has a proven track record of strong leadership skills in higher education, and will effectively and efficiently manage the day-to-day operations impacting the quality of student experience in SIA-NY MA and non-degree programs online, abroad, and onsite at the SIA-NY Art Deco landmark building location in midtown Manhattan.

The successful candidate must possess strong leadership skills, analytical and strategic thinking abilities, financial acumen, ability to multi-task, and superior interpersonal and communication skills. The DA will streamline operations, ensure that administrative functions run smoothly within SIA-NY, across SIA Global, and with shared services

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## **Essential Duties and Responsibilities**

Duties for the DA will include working with the Director/CEO on long-term institutional planning, managing administrative staff, guiding operating methods, overseeing facilities and office services, disbursing funds to departments, monitoring budgets, ensuring SIA-NY meets accreditation and regulatory guidelines and follows best practices in higher education developing operating procedures and policies. Superior organizational skills and strategic planning will assist our organization in generating sustainable growth, harmonizing operations, and enhancing students' educational experience.

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.

- Oversee day-to-day operations of SIA-NY.
- Develop organizational policies in collaboration with the Director/CEO and department heads.
- Perform budget oversight and disbursement of budgets to department heads and managers.
- Negotiate contracts and agreements with vendors.
- Monitor and analyze operating expenses.
- Liaise with HR, Legal, IT, and other departments to issue contracts, onboard/offboard staff/faculty, etc.
- Update Director/CEO on SIA-NY operational performance.

## **Knowledge and Abilities**

The DA 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 operationalizes multiple programs with competing demands and produce high-end results. The DA is detail-oriented, proactive, and creative; solves problems quickly and competently; and proposes and employs efficiencies in work processes. The role of the DA is highly collaborative, and the DA works well within a team environment to plan, implement, troubleshoot, and work on a process of continual improvement as the program offerings evolve.

The DA has a broad familiarity with the education systems of the US and an interest in collaborating with international schools, as well as a deep understanding of pedagogy, and experience working with both traditional academic faculty and industry experts as teachers.

The position requires strong leadership skills, so experience in leadership or supervisory roles is required. This position has a demanding schedule, and requires regular work on weekends, and possibly evenings, depending on how the program offerings evolve. Strong oral and written communication skills are required.

- Managerial experience, with a demonstrated ability to inspire a high level of commitment and performance.
- Ability to work as a team player with faculty, department heads, and administrative staff.

- Strong knowledge of accreditation and regulatory requirements (NASAD, NYSED, Middle States, SARA, etc.)
- Positive-minded, reliable, and self-motivated.
- Exceptional organizational skills.
- Exceptional written and oral communication skills.
- Superior problem-solving skills.
- Strong leadership qualities.
- Ability to think strategically.
- Broad knowledge of higher education departments and their functions.

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.
- Proficiency and experience working with Microsoft Office, especially Outlook, Word, Excel, and Powerpoint.

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

- US Citizenship or Permanent Residence Status required.
- Master's Degree in education or business administration required.
- 7+ years in 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 its 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: **"Director of Administration"**
- Only qualified candidates should apply

**NO RECRUITERS**

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