

Sotheby's INSTITUTE OF ART

Administrative Assistant, Admissions (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

Administrative Assistant will support to the Global Admissions Team. This is a part-time position working approximately 30-35 hours per week, with flexible scheduling.

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.

- Assist in communicating with prospective students and applicants about Sotheby's Institute and the admissions process and requirements
- Assist with admissions events including but not limited to Open Days, Information Sessions, Auction House Tours and Global Open House
- Provide general administrative support to the Admissions staff including processing applications, document tracking, data entry, data analysis, filing and file review

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.

- Ability to use discretion, maintain confidentiality and represent the Institute in a professional manner
- Ability to monitor all programs, calendars and events to provide accurate information to students, faculty, staff and visitors
- Strong attention to detail and accuracy
- Must be dependable, motivated and be willing to learn new skills required for working in a small team and for working within the broader context of the Institute
- Ability to organize, plan and prioritize work activity with little supervision
- Must be physically able as the job involves shelving and lifting of books
- Strong customer service skills
- 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 on the weekend for events if necessary, if necessary
- Ability to pass a background check

Education, Work Experience and/or Licensure

- Holds a bachelor's degree
- Knowledge of and passion for art history, art market, and art world a plus
- Knowledge of Salesforce a plus
- Strong IT skills, including good working knowledge of MS Word, MS Excel, MS PowerPoint and the ability to troubleshoot basic IT problems

Language Skills

- Fluent in English
- Additional languages a plus

To Apply

- Email your **resume** and a **cover letter** to: opportunities@sothebysinstitute.com
- In the subject line of your email enter:

“Administrative Assistant, Admissions”

Sotheby's Institute of Art is an Equal Opportunity Employer