

Sotheby's INSTITUTE OF ART

Program Manager, Curriculum and Instruction (NYC)

About the Position

The Program Manager, Curriculum and Instruction plays an essential role in the academic development of all non-degree programs offered by Sotheby's Institute of Art-New York (SIA-NY). Reporting to the Associate Director for Academics, Non-Degree programs, the Program Manager, Curriculum and Instruction will ensure clear, concise, and timely administration and communication to faculty and staff department wide. Programs include but are not limited to Sotheby's Summer Institute (pre-college and continuing education), online courses, diploma and certificate programs, and other continuing education programs that may be developed to fulfill the mission of Sotheby's Institute of Art.

Essential Duties and Responsibilities

Specific duties and responsibilities include the following below. 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 also be assigned.

- Support the Associate Director of Academics in working with non-degree faculty to ensure that syllabi are standardized across courses in terms of style and format; guide faculty as needed
- Ensure that all Sotheby's Summer Institute syllabi, as well as student and faculty handbooks, and other important documents are uploaded to CANVAS in advance of the program launch
- Provide support for faculty, coordinate course readings and rosters, and liaise with the library staff to coordinate readings, copyright etc., as directed by the Associate Director of Academics
- Assist in reviewing online course materials and work with online education faculty
- Book and confirm approved course-specific events for the Sotheby's Summer Institute such as museum and gallery visits in a timely manner. Oversee ordering of boxed lunches in collaboration with the Academic Specialist if applicable
- Respond to calls on the academic hotline during the pre-college program
- Provide daily updates during the Summer Institute concerning any schedule or site visit changes, or student and faculty issues that arise, provide a point of contact for students, faculty, and staff amongst the different programs
- Maintain meticulous records tabulating all academic program expenses
- Work with the Associate Director of Academics and the Associate Director of Operations, Non-Degree Programs to oversee the Academic Lounge and ensure that all courses are staffed appropriately each day; that Master Teachers have schedules for class observations and Writing Center coverage; and that any required SIA-NY academic evening events (e.g. College Application Nights and Portfolio Nights) are appropriately staffed; assist in staffing, as needed
- Support the Associate Director of Academics in collaboration with the Non-Degree Program Manager in preparation of CAMS schedule and materials for the online application setup
- Plan, prepare, and track faculty handbook compliance, in conjunction with HR and finance
- Liaise with Registrar, Director of Administration and students regarding Certificates of Completion through Accredible, transcripts, credit at home institution, formal letters of completion, etc.
- Work with faculty and staff within the pre-college program to ensure the timely issue of written evaluations to students and families, after the evaluations have been approved by the Associate Director of Academics

- Assist in classroom observations to ensure high quality programming
- Work with stakeholders to evaluate program success and refine for the future
- Attend weekly planning meetings for all programs

Knowledge and Abilities

The requirements listed are representative of the knowledge, skills, and ability required to perform this job successfully.

- Highly productive, able to work effectively on a variety of projects simultaneously
- Demonstrated project management skills, especially working across diverse teams and corporate cultures
- Excellent organizational and administrative skills with the ability to anticipate, improvise, and adapt for optimal resolutions: detail-oriented and proactive/self-starter
- Outstanding interpersonal skills/highly collaborative: work well within a team environment to plan, implement, and troubleshoot; as well as maintain composure in stressful situations, make sound judgments, and work under deadline pressure
- Proficient in Microsoft Office: Word, Excel, Outlook, and PowerPoint
- Proficient in/willing to learn the following systems, along with others that may be used:
 - CANVAS learning management system
 - DocuSign and BambooHR management systems
 - EvalKit and Accredible evaluation and certificate systems
 - EventBrite event planning systems
 - Boardingware student management system

Education, Work Experience and/or Licensure

The Program Manager, Curriculum and Instruction must have a bachelor's degree in art history, art business/management, or a related field, as well as prior experience with formal or informal youth or continuing education programs. A master's degree is preferred. US Citizenship or Permanent Residence Status is 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.

To Apply

- Email your **resume** and a **cover letter** to: opportunities@sothebysinstitute.com
In the subject line of your email enter: **"Program Manager, Curriculum and Instruction"**

Sotheby's Institute of Art is an Equal Opportunity Employer