

# Sotheby's INSTITUTE OF ART

## Program Manager for Operations, Non-Degree Programs

### About the Position

The Program Manager plays an essential role in the operations of Sotheby's non-degree programs. Reporting to the Associate Director for Operations, Non-Degree programs, the Program Manager will support the non-degree team through ensuring clear communication, strong organization of projects and information, and efficient management 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 (pre-college and continuing education), online courses, diploma/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

The Program Manager is expected to perform all the necessary duties customarily performed in this role. Specific duties and responsibilities include the following and are not exhaustive and should expect that other duties may be assigned.

#### Pre-Program Administration

- Work with the Associate Director for Operations to issue, process, and complete all guest speaker contracts and W9s for non-degree programs and maintain online files to house necessary documents.
- Onboard faculty: Ensure regular communication with HR and faculty regarding hiring, required training sessions, and the completion of all employment related documents.
- Support the Associate Director of Operations to allocate classroom, event, office, and student space for all of Sotheby's Non-degree programs.
- Assist in PRA (Program Resident Assistant) hiring and development of the PRA training program.
- Maintain meticulous records tabulating program expenses for Sotheby's Summer Institute and reconcile expenses using the Concur online system.
- Ensure that required forms for non-degree students are sent, received, and processed as appropriate.
- Participates in program planning meetings, prepares program calendars, and creates schedule of courses.
- Create CAMS spreadsheet in collaboration with the Program Director, Curriculum Program Manager, and Admissions.
- Maintain accurate information in CAMS and Canvas with the registrar and admissions. Resolve enrollment issues in Canvas in conjunction with admissions, registrar and IT/DL.
- Attend weekly planning meetings.

#### Program Administration

- Ensure a smooth entry for all non-degree students by composing, streamlining, and standardizing communications across programs, including welcome emails, activity announcements and reminders, thank you emails, and follow-up emails.
- Oversee and update student communication and Orientation/Community spaces
- Assist with check-in and orientation on the first day of each session for Sotheby's New York Summer Institute.
- Maintain frontline communications via the summer institute email account for the Summer Institute programs providing information and support to students and families, as needed.

- Oversee petty cash needs and accounting for the Summer Institute and maintain meticulous records of all petty cash.
- Maintain office hours on the host campus during the Summer Institute (June and July) in support of non-degree programs taking place there.
- Plan and manage check in/orientation on the first day of each session for summer continuing education programs, as well as for other continuing education programs that may be developed
- Support and collaborate with the residence life staff on various tasks during Summer Institute.
- Plan and host events for all non-degree programs and support others when needed.
- Organize and work with other SIA staff to order, set up, and break down catering for orientation and farewell receptions, as well as any program lunches or other catered events for non-degree programs.
- Work with Admissions, Digital Learning, and IT on the smooth onboarding of online students to ensure they have access to their courses at the start of each online session.
- Collaborate with the Academic Programs Manager to reconcile summer institute expenses including petty cash, site-visits, lunches, and other miscellaneous expenses required of the program.
- Provide information and support to online students and faculty and troubleshoot issues as they arise.
- Attend weekly check-in meetings.

### **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](mailto:opportunities@sothebysinstitute.com)

In the subject line of your email enter: **“Program Manager for Operations Non-Degree Programs”**

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