

Sotheby's INSTITUTE OF ART

JOB DESCRIPTION

Position Title:	MA Programme Coordinator
Location:	Sotheby's Institute of Art - London
Reports To:	Manager – MA Programmes
Contract:	Permanent
Role:	Full – time
Salary:	£26,000-£30,000 p.a. (dependent on experience)

JOB PURPOSE/OBJECTIVE OF THE ROLE:

The position of MA Programme Coordinator is an exciting, fast-paced and varied role at Sotheby's Institute of Art. The ideal person for this role has an interest in the art world and is keen to work closely with Academics and Students at the heart of a close-knit MA Programme Team.

Sotheby's Institute of Art can be found in the heart of Bloomsbury, London. Since its founding by Sotheby's Auction House in 1969, Sotheby's Institute - London has pioneered the education of arts professionals. The Institute currently offers five Master's Programmes: Art Business, Contemporary Art, Fine and Decorative Art and Design, Modern and Contemporary Asian Art and Art Logistics. Each programme is validated by The University of Manchester, part of the prestigious Russell Group of Universities.

The MA Programme Coordinator will be part of the MA Programmes administrative team led by the Manager of MA Programmes and consisting of one other Programme Coordinator and a Study Trips Coordinator. The person in this role will be responsible for coordinating the day to day running of two MA programmes as well as assisting in the coordination of the shared curriculum and programme elective units.

As well as serving as the first point of contact for students and faculty, the Programme Coordinator will need to liaise with administrative departments including Front Office, Admissions, Library, IT, Finance, Student Support, Careers Services and the Registrar. They will also work closely with their team colleagues to provide a shared and consistent administrative service support to students and staff alike.

This role requires a high level of service and covers a variety of responsibilities in the areas of communication, co-ordination, departmental liaison, quality assurance, examination and student support. Along with their team colleagues, the Programme Coordinator looks after the students' journeys from Open Day to Graduation and beyond.

KEY DUTIES AND RESPONSIBILITIES:

Programme Administration:

- Organise the day-to-day running of the programmes – tasks include (but are not limited to) sending out reminders to guest lecturers, booking classrooms, setting up internal meetings, booking IT facilities, updating internal records in CAMS and preparing letters for students and managing the communication channels on Canvas.
- Assist the Manager of MA Programmes in supporting the Shared Curriculum and Electives as well as providing cover and support when need for the other MA Programmes.
- Respond to student queries in a timely and positive manner, highlighting issues that arise to the Programme team.
- Assist with compilation of the programme timetables, under the direction of the Manager - MA Programmes.
- Maintain and update student records, collate and catalogue coursework and dissertation information and help to monitor the marking and grading of assignments
- Prepare programme materials including production and distribution of programme handbooks, timetables, lecture notes, maps, notices, and general information for students.
- Via Canvas (Online Learning Platform) maintain student portals so that students have online access to the timetable, course materials, assessment, set readings etc.
- Prepare official letters and transcripts for graduated students, liaising with the Registrar and Manchester University on the production of certificates.
- Assist Manager - MA Programmes by collating information about programme income and expenditure. Ensure external lecturers and suppliers invoices are coded and submitted and provide information as appropriate. Carry out monthly ledger checks and chase invoices as needed.
- Assist Faculty with assessment procedures including co-ordination of double-marked written work, collating feedback forms to return to students and run routine plagiarism checks using Turnitin software.
- Liaise with the Manager - MA Programmes and Registrar regarding extensions, deferrals, withdrawals and any other academic regulations.
- Liaise with Registrar re: student welfare, regulatory issues (including student visas and attendance requirements), Programme Committees, as needed.
- Assist with External Examination Boards and preparation of marks.
- Maintain and carry out procedures in alignment with the requirements of the Institute's validation and quality policies.

- Attend Programme Committee meetings and undertake minute taking, as needed.
- Organise events, such as student receptions and assist with the annual orientation days and graduation ceremony, as needed.
- Support the Study Trips Coordinator as and when necessary.
- Occasional travel is required to assist study trips in Europe or Asia, as well as more regular trips within the UK supporting student groups.

Maintaining Systems and Records:

- Implement and update systems within the department to ensure smooth running of administration for both academic staff and students.
- Maintain and update student records using electronic and hard filing, collect and catalogue coursework and dissertations and help to monitor the marking and grading of assignments.
- Keep attendance records for each teaching session in line with regulations.

Programme Admissions-related:

- Respond to queries from, and meet with, potential students – assist in routine non-academic enquiries.
- Liaise closely with the Admissions Manager in relation to student applications, when required.

Wider Institute Support

- In the event of sudden illness or absence and schedule permitting, support other programmes on a temporary basis.
- There will be a requirement to provide reception cover on a regular basis. This is organised formally by the Front Office team.

PERSON SPECIFICATION

Essential

- Significant administrative experience preferably within the Higher Education setting
- Experience of working collaboratively as part of a team
- Strong organisational and planning skills
- Demonstrable experience of prioritising tasks while facing competing deadlines and making sure high standards and accuracy are maintained
- Excellent numerical, verbal and written communication skills including monitoring budgets and accurate grammar, spelling and punctuation and minute taking
- Ability to communicate effectively with people at all levels

- Ability to be proactive and resourceful
- Be IT proficient with advanced skills in Microsoft Office applications including Excel, Word, PowerPoint and Outlook and, following relevant training and support, with CAMS (Institute student database)
- Be able to undertake occasional overseas travel

Desirable

- Experienced in using Canvas and/or a similar Online Learning Platform
- Educated to Degree level
- Interest and enthusiasm for the visual arts

Updated November 2019

Please note the following:

- 1. Applicants must be eligible to work in the UK**
- 2. Please submit both your CV and a covering letter for this position to vacancies@sothebysinstitute.com. The covering letter should detail your interest in this role and outline your experience against the requirements detailed in our Person Specification.**
- 3. The closing date for this role is 5pm, Wednesday 27th November, 2019.**
- 4. Please state in your email where you have seen this role advertised.**
- 5. Interviews for this role will be held on Tuesday 3rd December, 2019.**