

Sotheby's INSTITUTE OF ART

JOB DESCRIPTION

Job title: Programme & Volunteer Co-ordinator
Contract: Permanent, Full Time
Salary: £30,000 - 33,000
Reporting to: Director of Summer & Public Programmes
Location: Sotheby's Institute of Art, London

SOTHEBY'S INSTITUTE OF ART

Founded in 1969, Sotheby's Institute of Art – London is among the world's leading postgraduate level institutions offering Master's degrees, Semester, Summer and Short Courses. Our Master's programmes cover five principal subject areas: Art Business, Art Logistics, Contemporary Art, Fine and Decorative Art and Design, and Modern and Contemporary Asian Art. Within these subject areas students can take a wide range of tracks and concentrations, enabling them to create their own career pathway. For 25 years we have been an affiliated institution of The University of Manchester, who validate our MA, Semester and Summer programmes in London.

The Department of Summer & Public Programmes, under new leadership, delivers a wide range of non-degree activity that is audience-focused and income-generating, in order to support the wider activities and initiatives of the Institute. The Department's work is an area of strategic growth. Current course strands include Short Courses, Professional and Executive Education, the Summer Institute, and Tailor-made Courses, within the Institute's fields of expertise.

JOB PURPOSE/OBJECTIVE OF THE ROLE

Sotheby's Institute of Art is looking for a dynamic individual to develop and produce our programmes for leisure learners, students, professionals, and commercial businesses in London and internationally. The role will work within a core team and with Faculty, Consultant Lecturers, and Global Enrolment and Marketing colleagues, to create and deliver engaging and sector-leading programmes.

Additionally, the role will recruit for, train, and manage the team of Volunteer Short Course Hosts that support the programmes.

KEY DUTIES AND RESPONSIBILITIES

- To deliver highly engaging, innovative, and income-generating programmes for clearly-defined audiences.
- Using your expertise in audience engagement, to secure the services of academics, professionals, and practitioners as Course Leaders and work with them and their wider networks to generate innovative and engaging course content and curricula.

- The effective administration and delivery of all course logistics for your portfolio, liaising closely with the Course Leader, all relevant internal departments, and external stakeholders (e.g. auction houses, galleries, museums, art fairs) to deliver each course successfully.
- Recruit for, train, and manage the team of Volunteer Short Course Hosts, ensuring compliance with nationally-recognised standards in volunteering, also supporting the development of Institute policies in this area.
- With other Programme Co-ordinators, to manage and oversee the work of Summer Interns and other casual staff as necessary.
- To identify appropriate cultural, commercial and media partnerships that add value to courses and the wider Institute.
- To work closely with internal colleagues and departments on the marketing, promotion and delivery of each course and the wider programme strands.
- To deliver a high-level of client/student service from first contact to participation and evaluation.
- Where appropriate, liaise with the Director of Public Programmes, Student Services, the Registrar and other relevant departments and individuals concerning welfare, regulatory issues, External Examination Boards, etc.
- Maintain student records, the online learning platform, and undertake administration relating to assessment where applicable.
- Maintain and carry out procedures in alignment with the requirements of the Institute's validation and quality policies.
- Prepare programme materials, including production and distribution of programme handbooks, timetables, lecture notes, maps, notices, and general information for students.
- To develop strong professional relationships with internal colleagues and external stakeholders, inspiring others to share their expertise with the Department and Institute.
- To represent and advocate for the Department and Institute internally and externally.
- To oversee course and programme budgets and financial functions in a timely and efficient manner.
- Work at times that are suited to audience needs, including evenings and weekends as required.
- Be committed to health and safety, ensuring you are familiar with all of the Institute's health and safety policies and procedures.
- Be security conscious, ensuring familiarity and co-operation with all the Institute's security procedures.
- Occasional international travel is required to assist tailor-made courses.

- Carry out other duties as required by the Director of Summer Study & Public Programmes.

Qualifications

1. Undergraduate qualification in a relevant or related field (highly desirable)
2. Postgraduate qualification in a relevant field (desirable)
3. Languages (desirable)

Skills and Experience

1. Experience of delivering cultural and/or learning programming in an arts or educational environment, using different formats and platforms;
2. Significant administrative experience, ideally in a higher education or arts/museums/galleries setting.
3. Experience of recruiting and managing volunteers, ideally in a cultural or educational context;
4. Experience of delivering income-generating programmes or products and of an entrepreneurial approach;
5. Expert stakeholder management and experience of developing successful partnerships;
6. Excellent written and oral communication skills, and presentation skills, including an ability to write marketing copy fluently and efficiently;
7. Strong organisational, planning and management skills, including the ability to prioritise effectively, solve problems, and deliver to tight deadlines;
8. Experience of managing budgets and with a good working knowledge of financial processes and Excel;
9. Proven experience of effective team-working;
10. A knowledge or interest in the Institute's work and fields of expertise, art and its markets, and/or adult learning and professional education.

Created: 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 11th December, 2019.**
4. **Please state in your email where you have seen this role advertised.**
5. **Interviews for this role will be held on Tuesday 17th December, 2019.**