

# Sotheby's INSTITUTE OF ART

<b>Position Title:</b>	Head of Career Services
<b>Location:</b>	Sotheby's Institute of Art - London
<b>Reports To:</b>	Director of the Institute
<b>Contract:</b>	Full time and Permanent

## Role summary

The Head of Career Services is an essential member of the team at Sotheby's Institute of Art-London. He/she will direct the career services strategy and build global relationships with employers and art market professionals in order to foster career opportunities and internship opportunities for Sotheby's Institute of Art students. He/She will manage all aspects of career services and programming for current students and alumni with their career planning and successful transition to employment in the art world. Based in London, this position will report to the Director.

The ideal candidate for this role will be able to demonstrate strong knowledge and experience of university careers services and/or the recruitment sector, and of the art world and its structures. A commitment to outstanding student service is essential.

## About us

Founded in 1969, Sotheby's Institute of Art is among the world's leading postgraduate level institutions offering Master's Degree programmes, Semester, Summer and Short Courses in art scholarship, connoisseurship and art business. With institutes and partnerships in London, New York, Los Angeles and Beijing, the Institute's reach is international, while its partnership with the University of Manchester, which validates its academic courses in London, ensures that it is firmly placed within the UK higher education landscape.

Sotheby's Institute of Art - London is situated in Bedford Square, built between 1775 and 1783, one of the best preserved Georgian squares in London with a private central garden. The London Institute is part of the 'larger academy' of Bedford Square, located next door to premier educational institutions such as the Architectural Association and the Paul Mellon Centre, with the University of London and the British Museum in the neighbouring square. Sotheby's auction house, the National Gallery, the National Portrait Gallery and the Royal Academy of Arts are a few minutes' walk away. The Institute is also close to Mayfair, the traditional centre of the London art market, where many dealers and galleries are located.

### **Key Responsibilities**

- Develop new employment and internship opportunities within the art world by cultivating contacts and fostering relationships with auction houses, galleries, museums, art fairs, and other arts organizations.
- Connect career opportunities made possible via SIA faculty to our students and alumni by collecting and sharing job opportunities.
- Provide one-on-one career advising sessions, plan and implement career development programmes and events, including skills-building activities, as well as review CV's / cover letters etc.
- Research, develop and deliver all professional development workshops and seminars
- Manage 'SIA Connect', which is our internal job / internship portal and careers database
- Run careers fairs (ideally twice a year) hosting opportunities for prospective employers to present their companies and for our students to network and to learn more about various careers in the art industry
- Develop and manage new and existing work placement opportunities for students, collaborating with academic staff to ensure learning outcomes are achieved and employability is enhanced
- Manage, engage and advise alumni in careers activities, as mentors and as referral sources for job and internship opportunities
- Work closely with SIA New York to develop and support careers activities
- Serve as liaison to Sotheby's Auction House and its affiliate companies and Human Resources Department
- Work with counterpart at New York campus to share resources and facilitate access to career services support across campuses, depending on students' target geographic market
- Serve as an ambassador for Sotheby's Institute of Art, promote professional development in the art market, and proactively advance the careers of our students and alumni
- Speak at admissions events, alumni events, and participate on career panels where appropriate
- Collaborate on special projects and Institute-wide initiatives as needed

*The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.*

### **Skills, Experience and Qualifications:**

*Essential criteria (E) Desirable criteria (D)*

- Extensive knowledge and experience of the Art world (E)
- Educated to at least degree level (E)
- Experience of working in a careers advisory / related role (E)
- Experience of working in a careers advisory role in Higher Education (D)
- Professional qualification in career development (D)
- High level organizational skills, ability to work under pressure and deal with conflicting priorities (E)
- Excellent verbal, including public speaking skills, and written communication skills (E).
- High level interpersonal skills (E)
- Postgraduate degree in an arts related subject (D)
- Second language skills (D)
- Strong IT skills including Word, Excel, PowerPoint (E)

**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 this email address: [vacancies@sothebysinstitute.com](mailto:vacancies@sothebysinstitute.com) stating in your covering letter where you have seen this role advertised.**
- 3. Please include details of 2 referees, one of which should be your current / most recent employer. Referees will not be contacted without seeking prior agreement with applicant.**
- 4. Salary dependent on skills, qualifications and experience, £40,000 - £50,000 per annum.**
- 5. Benefits include 25 days annual leave plus minimum of 2 days additional leave during the Christmas period, life insurance and 24/7 access to an Employee Assistance Programme.**