

# Sotheby's INSTITUTE OF ART

## ROLE DESCRIPTION

### **Course Leader, Sotheby's Institute of Art Gap Program (2 posts) Fixed term contract**

<b>Location:</b>	Sotheby's Institute of Art–London
<b>Hours:</b>	3 days/week for 15 weeks (beginning w/c 6 September 2021) plus 10 days allocation for curriculum development, April to August 2021
<b>Salary:</b>	£1500 per week pro rata for 3 days (£900 per week)

### **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 a sister institute in New York and a strong online presence 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.

### **Role Purpose**

To co-lead the new Sotheby's Institute of Art Gap Program at the Institute's campus in Bloomsbury, London. This program is designed for 18-21 year-olds and will consist of a truly global cohort of ~20 students. Two course leaders will work closely with the Director of Gap, Professional and Summer Programs and a team of Program Coordinators to launch and deliver this new program.

The role will include developing a curriculum that clearly responds to the three pillars of the program, defined as Intellectual Inspiration, Professional Progression, and Personal Growth. It therefore requires an innovative approach to learning, which needs to be as much experiential as intellectual.

This role would suit an individual who has experience as a speaker and facilitator in the broad intellectual field of the arts, culture and allied professions. Prior experience of working with 18-21 year olds is essential. Professional experience within the art world (e.g. as a gallerist, curator, producer or similar) is desirable.

The roles will be based at Sotheby's Institute of Art's London campus, but will require the appointee to lead visits at venues throughout London and occasionally further afield. Some evening and occasional weekend working may be required.

### **Specific Responsibilities**

- To have oversight of curriculum development and design within the parameters and themes laid out by the Director of Gap, Professional and Summer Programs and working closely with their fellow co-director.
- To deliver the curriculum, programming guest speakers, visits, professional and personal development workshops, and other activities that are appropriate to the age group and stimulate, excite and inspire students.
- To personally lead and deliver one-to-one and small group sessions, classroom-based activities and external visits for the cohort – to make up approximately one third of the total teaching time.
- To take an active interest in the collective and individual lives of the students, seeking to support their intellectual, professional and personal development at all times.
- To be the first point of contact for any questions or issues of an academic, professional or pastoral nature. To direct those swiftly to the appropriate person if this is not you.
- To work closely with your fellow Course Director and Faculty, ensuring clear briefings and handovers are provided in a timely and appropriate way.
- To work closely with the Program Co-ordinators to ensure the logistics for the day-to-day program delivery are carefully and precisely agreed and arranged, and communicated to all relevant parties (e.g. venues, speakers, students).
- To adhere to the Institute's health and safety and safeguarding procedures at all times, and to alert the Director of Gap, Professional and Summer Programs immediately of any issues or concerns.
- To act as a representative of Sotheby's Institute of Art, at all times acting in line with Institute policy, ethos and expectations.

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**

- MA degree or above in a relevant area – or equivalent professional experience
- Experience of developing learning programmes and curriculums for specific audiences
- Experience of delivering talks, workshops, visits and tours in fields relevant to the Gap programme
- Experience of working with 18-21 year olds
- A passion for their own field and the wider arts, culture, and business
- Ability to work flexible hours including evenings and weekends
- Ability to travel throughout London and further afield as required
- Excellent verbal and written communication skills
- Highly organised

**Desirable criteria**

- Experience of delivering Gap, Study Abroad, Summer or similar programmes for ages 16-21
- A relevant teaching qualification or teaching experience at Secondary, Further or Higher levels
- Demonstrable experience in a student-facing role with a strong pastoral element
- Mental Health First Aid training

**Please note the following:**

1. Please submit your CV and a covering letter demonstrating how you meet the person specification for this position to: [vacancies@sothebysinstitute.com](mailto:vacancies@sothebysinstitute.com) Please state where you have seen this role advertised.
2. 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.
3. Closing date 3 May 2021. Please note applications will be reviewed throughout the advertising period and the post may close earlier than 3 May 2021.