

Sotheby's INSTITUTE OF ART

ROLE DESCRIPTION

Position Title:	Events and Administration Assistant
Location:	Sotheby's Institute of Art - London
Contract:	Full-time, 35 hours per week
Salary range:	£27,000- £32,000 dependant on skills and experience

OVERVIEW

We are seeking someone for this exciting new varied role. The postholder will support in the delivery of a high-quality and arts-focused careers service for students and alumni for 3 days per week, and provide administrative support to the Director of the Institute, and/or other senior members of Faculty, for 2 days per week, covering a range of initiatives in the areas of diversity, MA extracurricular projects, and Institute publications.

The ideal person for this role will have excellent organisation, communication and administration skills, with experience of creating marketing materials for an events programme.

THE ROLE

- Support with a programme of careers events, including organising, promoting and marketing employer and alumni talks, careers workshops, and an annual careers fair
- Collect and record accurate data on alumni career paths
- Manage internal databases and job boards e.g. SIA Connect; regularly updating with new opportunities, including events
- Respond to email enquiries from students, alumni, and employers
- Responsible for careers-related administration e.g. updating student and alumni profiles on databases
- Managing/uploading content to CANVAS pages
- Assist with researching and contacting alumni to deliver employability talks/workshops
- Employer engagement: contact and correspond with employers to support new opportunities and relationships
- Write careers-focused emails to students and alumni, including a weekly careers newsletter
- Assisting with queries from other departments within the Institute
- Placements: support with administration and management of in-curriculum placements. This will include ensuring all the correct paperwork is received from the

student and the employer; ensuring the placement is set up correctly between SIA and the employer; and to ensure that SIA remains compliant in accordance with the placement requirements and partnership organisations

- To maintain a database of placement/internship providers with suitable opportunities in the arts sector
- Record keeping, including hours students have worked on placement
- Administrative support, including providing ad-hoc project work to the Director of the Institute and other senior Faculty staff

ESSENTIAL SKILLS AND EXPERIENCE:

- Strong written and verbal communication skills
- Excellent attention to detail
- Experience of marketing events (ideally within an education setting)
- Administration skills, including MS Office
- Proven use of a variety of digital platforms, databases and IT software
- Able to work on own initiative and as part of a team
- Excellent organisational and time management skills
- Flexibility to work varying work hours
- Educated to degree level (or equivalent)

DESIRABLE

- Experience of working within an education setting
- Interest in and knowledge of the art world

Please note the following:

Please submit your CV and a covering letter demonstrating how you meet the person specification for this position.

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.

Salary dependent on skills, qualifications and experience, £27,000 – £32,000 per annum.

Benefits include 25 days annual leave plus up to 4 days additional discretionary leave during the Christmas period, life insurance and 24/7 access to an Employee Assistance Programme.

Closing date 11 September 2022, however applications will be considered on receipt and we reserve the right to close the post early.