

Sotheby's INSTITUTE OF ART

Job Description

Position: Programme Manager, Professional Programmes
Location: Sotheby's Institute of Art–London with International travel as required
Reports To: Director of Professional Programmes
Role: Full-time, permanent
Salary: £38,000-£44,000 p.a. (dependent on experience)

OVERVIEW

BrandEd is a successful group of education businesses, including the School of the New York Times, Sotheby's Institute of Art, Conder Nast College, and City Football Leadership Institute. Its mission is to build compelling education programs in partnership with the world's best brands.

In line with its expansion and plans for growth, this role will lead all aspects of the delivery of in-person Professional Programs for the Collegiate and Professional Group (CPG). This area has been identified as having high growth potential for BrandEd. CPG is a global team that focuses its activities on the development and delivery of non-MA programs with a current remit encompassing The School of the New York Times and Sotheby's Institute of Art.

The Programme Manager, Professional Programmes will drive and deliver the growth of this important area of the Institute's activities, delivering engaging open programmes of the highest quality in locations worldwide. A highly professional and business-minded approach, some experience of partnership working, and a passion for meeting and exceeding client and student expectations are essential to this role.

The successful candidate will join the Collegiate and Professional Group at an exciting moment in its development. A high-performing and dynamic team are creating and launching new pre-college, undergraduate-level, and Professional course offerings for the Sotheby's Institute of Art and BrandEd.

JOB ROLE/OBJECTIVE OF THE ROLE

The core objective of this Programme Manager is to develop, deliver and grow the open professional programmes. The role holder will take on the existing – and successful – portfolio of in-person professional courses and support the development of new programmes, to be delivered in existing and emerging international centres of the art world.

Areas of focus include all areas of the art business, the art market, art finance, data and investment, art law and logistics, collecting, curating, luxury, real estate and all areas of global art and design history.

The Programme Manager will build on existing relationships and work closely with the Director of Professional Programmes to grow this area of the Institute's portfolio.

The role includes all areas of successful delivery of the agreed educational programmes. A skilled communicator, the successful candidate would ideally hold proficiency in languages beyond English, with Arabic and Mandarin being especially relevant. The role will include international travel for programme delivery.

The role holder will be comfortable working with budgets, collaborating to meet agreed targets, and with all financial processes and planning.

KEY DUTIES AND RESPONSIBILITIES

- Work closely with the Director of Professional Programmes in managing all aspects of the delivery of in-person professional programmes, from first enquiry through to delivery.
- With the Director of Professional Programmes, develop and deliver a professional programme to agreed specifications and targets.
- Train, manage and supervise two Coordinators who will support all aspects of in-person professional course delivery.
- Troubleshoot and resolved administrative issues.
- Build and enhance a network of in-house and external experts for the effective delivery of the educational programmes within the Professional Programmes portfolio.
- Build and enhance a network of organisational partnerships to enhance the Professional Programme, through expertise, access to new networks and content delivery.
- Bring best practice, innovation and sector-leading approaches to the Professional Programmes portfolio and support the wider Collegiate and Professional Group across its portfolio.
- Oversee all aspects of in-person programme delivery and inter-departmental communication and collaboration through the management and use of Monday.com (including leading regular meetings with all stakeholders)
- Initiate and lead planning meetings in collaboration with support teams such as IT, Digital Learning, Academics and Content, Finance, and HR regularly and as necessary.
- Manage budgets, collaborate with colleagues in meeting agreed targets, and undertake all financial processes as required by the Director of Professional Programmes in a timely and efficient manner.
- Act with utmost discretion and work to build and maintain trust with staff, colleagues, and students at all times.
- Ensure a positive learning experience and the health, safety and welfare of students, staff, and visitors, in line with policies, procedures and guidance.
- Work with stakeholders to evaluate program success and propose refinements for the future.
- Participate in weekly staff meetings, regularly scheduled program planning meetings, weekly one-on-one meetings with supervisor, and other meetings as assigned.

SKILLS AND EXPERIENCE

- Experience of delivering relevant educational programmes and/or in a client relationship role.
- Excellent communication and people skills, with an ability to be a collegial member of the Institute, and advocate externally.
- Proficiency in languages beyond English is highly desirable, with Arabic and Mandarin being especially relevant.
- Strong organisational, planning, and management skills, including the ability to analyse and translate data effectively and efficiently.

- Excellent IT skills, with the ability to learn new systems and processes quickly and efficiently.
- Proven ability to act calmly and purposefully under pressure.
- An interest or educational qualification in the fields with which the Institute concerns itself (art business, modern and contemporary art)

To apply:

- Please submit both your CV and a covering letter for this position. The covering letter should detail your interest in this role and outline your experience against the requirements detailed in the job description.
- Please submit all documents to this email address: vacancies@sothebysinstitute.com
- Please state in your email where you have seen this role advertised. Applicants must be eligible to work in the UK.
- Benefits include 25 days annual leave plus additional discretionary leave during the Christmas period, life insurance and 24/7 access to an Employee Assistance Programme.
- Closing date for applications is **Friday 29th September 2023**. Please note that applications will be shortlisted on receipt, and we reserve the right to close the post early.