

# Sotheby's INSTITUTE OF ART

## ROLE DESCRIPTION

Position Title:	Careers Coordinator
Location:	Sotheby's Institute of Art - London
Reports To:	Head of Careers Service
Contract:	Permanent, 35 hours per week
Salary range:	£27,000- £32,000 dependant on skills and experience

## OVERVIEW

We are seeking an aspirational individual to support in the delivery of a high-quality and arts-focused careers service for students and alumni. The ideal person for this role will have experience working within a careers environment, be comfortable delivering workshops and presenting to students, and have an interest in the Arts.

Sotheby's Institute of Art can be found in the heart of Bloomsbury, London. Since its founding by Sotheby's Auction House in 1969, the Institute has pioneered the education of arts professionals and offers a wide range of Masters' degrees, semester courses, summer courses and public programmes. 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.

## THE ROLE

- Deliver employability workshops to students e.g. CVs and Cover Letters (training will be provided)
- Support with the wider events programme, including organising, delivering and marketing employer 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 contacting alumni to deliver employability talks/workshops
- Employer engagement: correspond with employers that reach out to us and support new opportunities and relationships.
- 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 and grow a database of placement/internship providers with suitable opportunities in the arts sector

### **ESSENTIAL SKILLS AND EXPERIENCE:**

- Strong written and verbal communication skills with the ability to relate to, and work with, international students and alumni
- Ability to build and maintain effective working relationships with employers and external partners
- Experience of working in a careers environment
- Confidence in public speaking/presentation skills
- Experience of delivering information, ideally in an education setting
- Experience of planning, delivering and marketing events (ideally to students)
- 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
- Willingness to undertake further training and gain further qualifications in order to develop knowledge, understanding and skills
- Flexibility to work varying work hours
- Educated to degree level (or equivalent)

### **DESIRABLE**

- Experience of working within an education setting
- Knowledge of the art market and employment opportunities across the arts
- Knowledge of the art world

### **BENEFITS**

We offer 25 days annual leave plus additional discretionary closure days during the Christmas period, none contributory life assurance, and 24/7 access to an Employee Assistance Programme.

**Please note the following:**

1. Applicants must be eligible to work in the UK
2. Please submit your CV and a covering letter demonstrating how you meet the skills and experience required for this role.
3. Please submit all documents to: [vacancies@sothebysinstitute.com](mailto:vacancies@sothebysinstitute.com)
4. Please state in your email where you have seen this role advertised.
5. Closing date for applications midnight 8<sup>th</sup> October 2021