

# Sotheby's INSTITUTE OF ART

## **ROLE DESCRIPTION**

Position Title:	Administrator, Lifelong and Continuing Education and The Enterprise Studio
Location:	Sotheby's Institute of Art – London
Reports To:	Director of Lifelong and Continuing Education and Co-Director, The Enterprise Studio
Contract:	6-month fixed term with possibility of extension, 35 hours per week / part-time considered
Salary:	£26,000

## **OVERVIEW**

The role of Administrator for the Department of Lifelong and Continuing Education and The Enterprise Studio will work within a friendly, dynamic and energetic team who are busy launching new programmes and projects on behalf of Sotheby's Institute of Art – London.

The ideal candidate will have some demonstrable experience of administrative work and have a genuine talent for bringing organisation, attention to detail, and establishing or improving systems and processes for a Department undergoing rapid change and growth.

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.

## **THE ROLE**

The Administrator will be part of the Lifelong and Continuing Education Team, and will support the Director of Lifelong and Continuing Education, two Senior Programme Coordinators and a Programme Manager – Executive Education. The role will also support SIA-L's Co-Director of The Enterprise Studio.

The role will undertake core administrative functions, to include but not limited to the coordination of diaries and scheduling of key meetings, minute and note taking, the creation of schedules and project delivery plans, basic financial processes and tracking, the establishment and maintenance of shared filing systems, and bookings for programme visits, travel, and accommodation.

The Administrator will liaise with other Institute administrative departments including the Front Office, Admissions, Library, IT, Finance, Student Support, Careers Services and the Registrar. They will also work closely with their team colleagues to provide a shared and consistent administrative service support to students and staff alike.

## **KEY DUTIES AND RESPONSIBILITIES**

- Support the day-to-day running of the Lifelong and Continuing Education Team and The Enterprise Studio, bringing energy, focus and care to our administrative processes, our documentation, and the effective and efficient operations of the team.
- Undertake core administrative functions as directed by the Director of Lifelong and Continuing Education and the Co-Director of The Enterprise Studio, to include:
  - coordination of diaries and scheduling of key meetings;
  - minute and note taking for key meetings;
  - room bookings internally and externally for meetings and events;
  - the creation of schedules and project delivery plans/templates, as required;
  - basic financial processes and tracking;
  - the establishment and maintenance of shared filing systems;
  - management of programme email inboxes, assisting with routine enquiries or forwarding enquiries to the relevant colleague in a timely manner.
- For the Gap Year and Summer Programmes, support the Senior Programme Coordinators in booking external visits (transport, tickets, tours, etc.).
- For the Executive Education Programmes, support the Programme Manager through booking flights, accommodation, transport and venues.
- Following up on external documentation, such as risk assessments or other documentation required for the safety of our staff and students.
- Occasional international travel opportunities may arise to assist trips for Executive Education and to join study visits in London and the UK.
- Supporting other programmes as required.
- Provide reception support on an occasional basis.

### **ESSENTIAL SKILLS AND EXPERIENCE**

- Some demonstrable administrative experience in a professional or voluntary role
- Excellent numerical, verbal and written communication skills, including minute taking (training may be provided on the latter)
- Excellent interpersonal skills
- Excellent written and spoken English
- Clear, concise communicator
- Demonstrable organisational, planning and project management skills
- Ability to work quickly and accurately under pressure, both independently and as part of a team
- Demonstrable experience of prioritising tasks while facing competing deadlines ensuring high standards and accuracy are maintained
- Proficient in the use of Microsoft Office including Excel, Word, PowerPoint and Outlook
- Confident in troubleshooting technical issues

### **DESIRABLE**

- Experienced in using Canvas and/or a similar Online Learning Platform
- Educated to Degree level
- Experience of budget monitoring
- Interest and enthusiasm for the visual arts

**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. There is scope for remote working, up to a maximum of 3 days per week, out of term time.

**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 24 November 2021.