

# Sotheby's INSTITUTE OF ART

## Job Description

<b>Position:</b>	Programme Manager, Executive Education
<b>Location:</b>	Sotheby's Institute of Art–London / home based. International travel as required.
<b>Reports To:</b>	Director of Lifelong and Continuing Education
<b>Contract:</b>	Permanent
<b>Role:</b>	Full time 35 hours per week. Part-time will be considered
<b>Salary:</b>	£40,000

## OVERVIEW

The Programme Manager, Executive Education will drive and deliver the growth of this important area of the Institute's activities, delivering engaging Open and Custom Executive Education 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 expectations are essential to this role.

The successful candidate will join Sotheby's Institute of Art and the Department of Lifelong and Continuing Education at an exciting moment in its development. A high-performing and dynamic team are creating and launching new pre-college, undergraduate-level, and Executive Education offerings for the Institute.

Sotheby's Institute of Art is located 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 and lifelong and continuing education programmes.

## JOB ROLE/OBJECTIVE OF THE ROLE

The core objective of this role is to develop, deliver and grow the Executive Education programmes. The role holder will take on the existing – and successful – Custom Executive Education brief and develop a new Open Executive Education programme, 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 role holder will build on existing relationships and work closely with the Director of Lifelong and Continuing Education and the Department's Business Development Manager to develop new ones to energetically grow this area of the Institute's portfolio.

The role includes all areas of client relationship management through to and including the 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 setting budgets, meeting agreed targets, and with all financial processes and planning.

The role holder is likely to have a proven interest in the art world and may possess academic qualifications or experience to demonstrate this.

### **KEY DUTIES AND RESPONSIBILITIES**

- Managing all aspects of the delivery of the Custom Executive Education programme, from first enquiry through to delivery.
- With the Director of Lifelong and Continuing Education, developing and delivering an Open Executive Education programme to agreed specifications and targets.
- With the Business Development Manager, establishing, developing and maintaining client relationships and taking an entrepreneurial approach to new business opportunities.
- Building and enhancing a network of in-house and external experts for the effective delivery of the educational programmes within the Executive Education portfolio.
- Building and enhancing a network of organisational partnerships to enhance the Executive Education programme, through expertise, access to new networks and content delivery.
- Bringing best practice, innovation and sector-leading approaches to the Executive Education portfolio and supporting the wider Lifelong and Continuing Education team across their portfolio.
- Managing budgets, meeting agreed targets, and undertaking all financial processes as required by the Director of Lifelong and Continuing Education and the Institute in a timely and efficient manner.
- Acting with utmost discretion and working to build and maintain trust with colleagues and clients at all times.
- Ensuring the health, safety and welfare of students, staff, and visitors, in line with Sotheby's Institute of Art's policies, procedures and guidance.

### **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)

Sotheby's Institute of Art welcomes and strives for diversity—including but not limited to race, class, gender, disability, sexual orientation, socio-economic background—in our student body, faculty, and staff in order to foster an inclusive educational community with a wealth of perspectives and experiences.

**Please note the following:**

1. Please submit your CV and a covering letter explicitly addressing the criteria set out in the job description and 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. 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. The Institute operates a hybrid working policy, with employees normally able to work up to 3 days from home per week.
4. Applicants must have the right to work in the UK
5. Closing date 14 November 2021