

Learning Mentor – Summer Study Abroad Programme

Duration: 4 weeks

Hours: 7.5–10 hours per week

Location: London and New York City

Reports to: Global Academic Director, Collegiate Programmes

About Sotheby's Institute of Art

Sotheby's Institute of Art is a global leader in art education, offering postgraduate degrees, professional training, pre-college and study abroad programmes that combine academic excellence with real-world experience in the art world. Our summer collegiate courses, including *Global Art Market*, *Curator Academy*, and *Luxury Business* in London and *Luxury Business* in New York City, provide undergraduate students with an immersive introduction to art history, business, and contemporary art markets through expert seminars, industry immersion, and co-curricular experiences.

Position Summary

Sotheby's Institute of Art is recruiting a number of motivated and engaged **Learning Mentors** (LMs) to support the delivery of the Summer 2026 study abroad programmes in London and New York. This short-term role offers a valuable opportunity to mentor undergraduate students, provide academic and writing support, and contribute to a vibrant, hands-on learning environment.

LMs will be key figures in providing excellent student experience and ensuring the wellbeing of students. Each course will be assigned one LM who works closely with the Course Instructor to deliver one of Sotheby's Institute of Art's four-week, immersive study abroad course to up to 30 international undergraduate students. LMs will provide academic and mentoring support for students, such as guiding research, providing writing feedback, attending select co-curricular and guest lecture activities, and supporting group assignments. LMs may have the opportunity to deliver an academic lecture on a relevant topic, based on their expertise.

One LM will be hired for each of the following courses:

London

- Global Art Market
 - Session I 15 June – 10 July, 2026

- o Session II 13 July – 7 August, 2026
- Curator Academy
 - o Session I 15 June – 10 July, 2026
 - o Session II 13 July – 7 August, 2026
- Luxury Business 13 July – 7 August, 2026

New York City

- Luxury Business 29 June – 15 July, 2026

Key Responsibilities

- **Student Mentorship:** Serve as an approachable and supportive mentor to undergraduate students, helping them navigate both academic and cultural aspects of the programme.
- **Academic Support:**
 - o Offer feedback and guidance on writing assignments and presentations, as needed.
 - o Assist with group projects, providing structure, clarity, and advice on research and collaboration.
 - o Help students engage critically with course materials and site visits.
- **Co-Curricular Engagement:**
 - o Accompany students and faculty on select co-curricular activities such as gallery tours, museum visits, and cultural excursions, as needed.
 - o Foster positive group dynamics and student engagement during off-campus experiences.
- **Classroom Assistance:**
 - o Undertake course-related activities as required by the Course Instructors and help facilitate discussion and learning in class
 - o Assist in managing attendance, distributing materials, and facilitating group work.
- **General Support:** Act as a liaison between students and staff to ensure a positive and enriching learning environment.

Qualifications and Experience

- Strong academic background and enthusiasm for the art world, art business, and/or art history.
- Excellent interpersonal and communication skills, with the ability to mentor and motivate undergraduate students.
- Prior teaching, tutoring, or mentoring experience (formal or informal) preferred.

- Organized, reliable, and professional; able to balance mentorship and administrative responsibilities.
- Culturally sensitive and adaptable to working in international, dynamic learning environments.
- Supportive, patient, and encouraging when working with peers.
- Good time management and organization.
- Relevant work or volunteering experience in a summer study abroad program is preferred.

Current MA students at Sotheby's Institute of Art (London or New York campus) are encouraged to apply.

All positions require a valid DBS certificate (obtained within the last 3 years). Sotheby's Institute of Art Collegiate team is responsible for carrying out DBS checks for successful applicants who do not have a valid certificate.

Candidates must be able to provide proof that they can legally work in the UK. Sotheby's Institute of Art does not provide visa sponsorship.

Time Commitment & Compensation

- **Hours:** 7.5–10 hours per week, for 4 weeks.
 - Academic classes typically run Mondays – Thursdays, 10am-12pm and 2-4pm
- **Compensation:** Fixed fee of £1,000 (inclusive of VAT)
- Some evening or weekend participation may be required for co-curricular events. Expenses will be paid.

Successful candidates must attend one mandatory in-person training day and must complete pre-programme online training and preparation as required (estimated 2-3 hours of preparation). Exact dates and hours of the training days tbc.

How to Apply

Please submit the following to the Global Academic Director for Collegiate Programmes, Dr Leigh Lawrence, at llawrence@edconic.com

- A brief statement of interest (max 500 words) outlining your motivation and relevant experience. (Please clearly indicate the location, course and dates you are applying for – see above *Position Summary* for details).
- A current CV.

- (Optional) A writing sample or example of academic feedback you have provided.

Applications will be reviewed on a rolling basis until all positions are filled.