

# Sotheby's INSTITUTE OF ART

## INTERNSHIP

### **MA Programmes Intern**

<b>Contract:</b>	Fixed-term, paid internship, from 30 <sup>th</sup> March – 5 <sup>th</sup> June 2026 (9 weeks). Full-time, 35 hours per week, Monday to Friday.
<b>Location:</b>	Sotheby's Institute of Art, 30 Bedford Square, London, WC1B 3EE
<b>Reports to:</b>	MA Programme Senior Coordinator
<b>Salary:</b>	£14.80 per hour (London Living Wage). This equates to £4,662 for 9 weeks and a salary of £26,936 per annum.

### **About Us**

Sotheby's Institute of Art can be found in the heart of Bloomsbury, London. Since its founding by Sotheby's Auction House in 1969, Sotheby's Institute - London has pioneered the education of arts professionals. The Institute currently offers four Master's Programmes: Art Business, Contemporary Art, Fine and Decorative Art and Design, Luxury Business. Each programme is validated by The University of Manchester, part of the prestigious Russell Group of Universities.

Sotheby's Institute of Art is owned by Edconic, an organisation that partners with prestigious companies to deliver relevant, experiential learning programs taught by industry experts from the world's best brands. As well as Sotheby's Institute of Art, The Edconic portfolio currently includes The School of The New York Times, Vogue College of Fashion, Manchester City Sports Business School and WIRED Education.

### **Purpose of the Internship**

We are seeking a motivated and curious individual looking to gain practical experience within a specialist higher education environment. The internship offers structured exposure to postgraduate programme administration within a world-leading arts education setting. The intern will be part of the MA Programmes administrative team, led by the MA Programme Senior Coordinators and consisting of one other Programme Coordinator and a Study Trips Coordinator.

The internship is a developmental opportunity, providing hands-on experience of programme coordination, student engagement, academic administration and events support within a small, close-knit MA Programme team.

The intern will gain insight into the operational delivery of Master's programmes in art and luxury business, working closely with academics, professional services staff and students. The intern will work under the supervision of the MA

Programme Senior Coordinators and will receive ongoing guidance and feedback throughout the internship. They will be supported to build confidence, professional communication skills and an understanding of administration processes within a specialist higher education institution.

The intern will also have the opportunity to accompany students on visits to auction houses, galleries and museums in London as well as industry events to broaden their understanding of the art and luxury sectors.

### **Learning Objectives**

This internship is designed to provide practical, hands-on experience within a specialist arts education environment:

- Develop and build skills in postgraduate programme administration, including an understanding of how academic activity is organised and delivered.
- Gain exposure to the operational delivery of Master's programmes, developing an understanding of the day-to-day academic processes
- Develop professional communication skills, drafting and formatting communications for students and faculty.
- Observe and contribute to student events, gaining insight into how programme teams support the overall postgraduate student experience.

The intern will receive structured support, including weekly in-person check-ins with their line manager who will also act as a mentor. Training in key tasks, supervision and guidance will be provided throughout the placement.

### **Key Responsibilities & Duties**

#### **Programme Administration:**

- Provide administrative support to the MA Programme team with the day-to-day delivery of the MA Programmes. Responsibilities include but are not limited to drafting communications to guest lecturers, assisting with room bookings and classroom preparation, supporting the maintenance of student attendance systems, preparing letters for students, and monitoring shared communication channels (e.g. Canvas) and escalating queries appropriately.
- Support the Senior Coordinators with the administrative coordination of Elective units.
- Respond to student queries in a timely and positive manner, highlighting issues that arise to the Programme team.
- Assist in the preparation and formatting of programme materials including programme handbooks, timetables and general student information, ensuring accuracy and consistency.

- With supervision, support the updating of Canvas (Online Learning Platform) ensuring online teaching materials and timetables are accessible to students.
- Assist in the organisation of events, including Graduation, and student receptions, as needed.
- Provide administrative support to the Study Trips Coordinator as and when required.

#### **Maintaining Systems and Records:**

- Assist in the monitoring of accurate attendance records for each teaching session in line with Institute procedures and regulatory requirements.

#### **Wider Institute Support**

- Where appropriate, and schedule permitting, the intern may have the opportunity to observe or support activities across other teaching programmes to broaden their understanding of the wider educational group in which Sotheby's Institute of Art is part of.

#### **Person Specification**

##### **Essential:**

- Experience of working collaboratively as part of a team
- Strong organisational and planning skills
- Ability to prioritise and accurately manage tasks effectively, and maintain attention to detail
- Strong written and verbal communication skills
- Ability to be proactive and resourceful
- Confident at using IT systems, particularly Microsoft applications including Excel, Word, PowerPoint and Outlook. Training will be provided on internal systems including Canvas, Teams & CAMS (Institute student database).

##### **Desirable:**

- Interest in postgraduate education or academic administration
- Interest and enthusiasm for the visual arts and/or luxury business sector

#### **Application Process**

Please submit your CV plus a covering letter demonstrating your interest in the internship and how you meet the person specification to:

[ukvacancies@edconic.com](mailto:ukvacancies@edconic.com).

The closing date for applications is 9am on Friday 6<sup>th</sup> March 2026. It is anticipated that interviews will take place during the week commencing 9<sup>th</sup> March 2026.