

# Sotheby's INSTITUTE OF ART

## Role Description

### **Study Trips and Visa Coordinator**

<b>Location:</b>	30 Bedford Square, London, WC1B 3EE, and hybrid working
<b>Reports To:</b>	MA Senior Programme Coordinator
<b>Salary:</b>	£37,500 per annum
<b>Contract:</b>	Full time & permanent (35 hours per week), Monday-Friday, although part-time (0.8fte) will be considered

### 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, Historic 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. Edconic's academic programmes range from pre-college to master's degrees with campuses in New York, London, Madrid and Online, and partnerships in Seoul and Beijing.

### Role Summary

This exciting role involves close collaboration with faculty and staff across the 4 MA Programmes – MA in Art Business, MA in Luxury Business, MA in Historic Art and Design, MA in Contemporary Art – to plan, book and successfully deliver international and UK-based student study trips. These trips are a vital part of MA Programmes and of the student learning experience on these programmes.

Occasionally, the post holder will be required to accompany the students on the study trips which will include overnight travel to overseas destinations and UK-based day trips, outside of London. The individual will work closely with, and under the supervision of, the MA Senior Programme Coordinators, and play a key role in providing the necessary support, booking and communication of all relevant travel and visit needs across all MA Programmes.

The role will also develop and maintain attendance tracking and reporting systems to ensure that the Institute and its students uphold student visa compliance with UKVI while students are enrolled, responding to enquiries from students and staff as required. This also includes supporting students with compiling and providing

necessary documentation for Schengen Visas, when required for Study Trip attendance.

### **Key Responsibilities**

- **Travel and Event Administration**
  - Book and manage the administration of all study visits, trips and events for MA programmes.
  - Source suitable and cost-effective accommodation and travel.
  - Liaise with Programme Directors and Academic Faculty to develop a timetable for each study trip.
  - Negotiate contracts and fees and build key relationships with existing and new service providers.
  - Prepare programme travel materials including production and distribution of relevant timetables, risk assessments, lecture notes, maps, notices, and general information for students.
  - Maintain student portals so that students have online access to timetable, materials, maps etc through the learning management system.
  - Assist the MA Programme Directors by collating information about the study trip budgets and expenditure.
  - Carry out monthly ledger checks and chase invoices as needed.
  - Brief relevant members of staff and student groups with details about the trip prior to their commencement.
  - Create individual and group risk assessments as appropriate for each trip and ensure students and faculty are aware of any health, safety or security risks.
  - Brief colleagues on incident reporting protocols during trips.
  - Attend and assist on international and national study trips when required.
  - Assist with the organisation of events, such as student receptions, annual orientation days and graduation ceremony, as required.
  - Maintain up to date knowledge of changing travel restrictions including Schengen Visa requirements and provide guidance, documentation and briefings to management, staff and students.
  - Attend relevant committee meetings to receive and discuss relevant staff and student feedback from trips.
  
- **Visa and Attendance Coordination**
  - In collaboration with the MA Administration team and Visa Compliance team, monitor, maintain and refine the system of student attendance record-keeping, compliance and communication to relevant parties.
  - Respond to and refer queries from staff and students about attendance issues.
  - Work with the Visa & Immigration Compliance Manager to ensure audit preparedness.
  - Monitor and report changes in student attendance and circumstances to the Registrar and Visa Compliance Manager consistently.

- Attend Cause for Concern Committee meetings as required to report on attendance rates.
- Liaise with external bodies to ensure up to date knowledge and best practice in this area.

The above statements are intended to describe the general nature and level of work being performed by an individual undertaking this position. They are not intended to be an exhaustive list of all duties and skills, and the post holder will be required to undertake such tasks and responsibilities as may be reasonably be expected within the scope of the post.

### **Person Specification**

#### **Essential Skills and Experience:**

- Experience of coordinating travel and accommodation for large groups
- Experience of project coordination and tracking expenditure
- Ability to negotiate prices of accommodation and venue hire
- Strong customer service experience and relationship management
- Knowledge and understanding of the Higher Education environment
- Organisational, problem-solving and logical thinking skills
- Ability to maintain consistent and thorough records
- Time-management to enable to work on several study trips at once
- Strong IT proficiency with competent use of Microsoft Office skills including Excel, Word, PowerPoint, Outlook, Teams and, following relevant training and support, with Canvas (Institute Learning Management System)
- Excellent communication and people skills, with an ability to collaborate simultaneously with multiple stakeholders across different projects

#### **Desirable Skills and Experience:**

- Knowledge of visa compliance and UKVI regulations
- Educated to degree level or equivalent
- Able to speak additional languages

### **Application Process**

Please complete an [online application form](#). You will be required to upload your CV and cover letter to your application, demonstrating your interest in this position and how you meet the person specification. CVs without a covering letter will not be considered.

The closing date for applications is midnight on Wednesday 24<sup>th</sup> June 2026. Interviews will be held during the week commencing 29th June.

Benefits of working for Sotheby's Institute of Art include:

- 25 days annual leave plus up to 4 days additional discretionary leave during the Christmas period
- Hybrid working
- 2 discretionary Company Global Celebration Days
- Option to purchase an additional 5 days annual leave on a salary sacrifice basis
- 24/7 access to Spectrum.Life, a comprehensive health and wellbeing platform giving staff support across the full spectrum of life. This includes virtual GP, nurse and physio appointments, confidential counselling, legal and financial advice, a digital gym, nutrition and wellbeing resources, meditation, and a benefits hub.
- Access to any course within the Edconic online course portfolio free of charge
- Employee and family discounts on all Edconic courses
- Volunteering days
- Life insurance
- Discount for gym membership
- Access to a comprehensive e-learning platform
- Enhanced maternity and sickness payment benefits