

Job Title: Program Coordinator, MA in Luxury Business and Travel Coordinator, MA Field Study Courses

Department: SIA-NY

Reports to: Program Director, MA in Luxury Business

FLSA Status: Non-Exempt

Classification: Regular, Full-time (40 hrs/week)

Position Purpose

The primary purpose of this position is to support the effective administration of the Master of Arts in Luxury Business program. A secondary responsibility is coordinating field study travel for all master's programs at the Institute, with approximately 60% of the role dedicated to the MA in Luxury Business program and 40% to field study travel support. The Coordinator is a member of the MA Program Management Team.

Work Focused on the MALB Program

The Program Coordinator for the Master of Arts in Luxury Business provides professional, diplomatic, collegial support to the program faculty and to faculty, staff, and students throughout SIA and its related communities. The role involves both administrative functions and student services, including coordinating with faculty to provide syllabi reviews, classroom preparations, and arrangements for guest speakers and site visits. The Program Coordinator is responsible for the smooth and professional administration of the day-to-day operations of the MALB program.

Essential Duties and Responsibilities

Specific duties and responsibilities include the following, but the individual may also be expected to perform other necessary duties, as delegated by the MALB Program Director.

Program Administration

- Assist the Program Director with troubleshooting and resolving administrative and program issues.
- Work clearly with the MA Online Operations Lead to ensure effective communication and smooth program operations
- Provide administrative support for the MALB Program Director and faculty.
- Provide course management support for faculty
- Coordinate course/room scheduling and updates.
- Manage guest lecturer payments and invoicing with a comprehensive spreadsheet for budgeting and reference
- Manage guest lecturer and site visit follow-up (thank-you notes, thank-you gifts, etc.).
- Draft and post program announcements as needed, and in concert with other departments.
- Provide seminar/section support where needed (ensuring classrooms are reserved, instructors have access to LMS and IT support, posting announcements, sending messages, etc.).
- Work with faculty to schedule local off-site visits and ensure students have directions, if needed.
- Work with faculty to initiate contact with museums, private organizations, and individuals that the programs will visit to determine logistical requirements and confirmation.

New York

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Admissions and Events

- Actively participate in the planning and execution of new student orientation, graduation, Open Days and other Institute events.
- Participate in admissions and recruitment presentations as directed.
- Attend general staff meetings and professional development seminars and serve on committees as assigned.
- Assist other programs and departments where needed.

Student Services

- Coordinate with the Director of Students and Academic Services and other team members to assist incoming students.
- Work with faculty to; compile and distribute summer mailings and orientation information
- Assist as necessary in planning and staff orientation programming
- Assist in revisions and updates to the annual New Student Welcome Page (online).
- Assist in the coordination of student events, including information sessions, receptions, and student orientations. Direct students to appropriate academic advisor or departmental manager, when necessary.
- Work with faculty and the MALB Program Director in developing and implementing new or revised program policies, goals, and objectives; present recommendations to appropriate committee and/or administrator.

Work Focused on Field Studies for All MA Programs

This position will provide support for International Field Study courses in all MA programs, including the following:

- Work with faculty to develop the itinerary and logistics for the trip. This may involve keeping a record of student names and relevant information (passport numbers, emergency contacts etc) and arranging flights and hotel accommodations for students and faculty. It may also involve liaising with a travel agency.
- Participate in site visits and study trips as directed; this may involve as much as 3 weeks of travel each academic year and may include weekends and evenings.
- Source and format maps and other digital materials necessary for the Field Study.
- Compile student travel folders for each student containing itinerary, maps, and other pertinent information.
- Assist faculty with logistics, including arranging meeting rooms, transportation, and meals as necessary.
- Follow up after trips to ensure that final payments, thank-you notes, and gifts are sent.
- Maintain files on destinations (including potential areas of interest), contacts, and partnering institutions, which will form a field study archive for use by faculty and staff.

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The

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requirements listed here are representative of the knowledge, skill, and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent organizational skills, detail-oriented, and proactive
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint and Google Applications
- Ability to travel locally, nationally, and internationally
- Demonstrates professionalism and diplomacy in interpersonal relationships
- Supports and embraces diversity and inclusiveness
- Regular weekday (Monday-Friday) attendance/availability is required during core business hours at 570 Lexington Avenue
- Ability to work additional hours, including evenings, reporting when necessary to 570 Lexington Avenue

Education, Work Experience and/or Licensure

- Must be legally authorized to work in the US
- B.A. required, M.A. Preferred
- A knowledge of or strong interest in the luxury business
- Background in travel arrangements preferred
- Experience in higher education setting desirable
- Prior administrative experience in demanding environment
- Experience in higher education setting desirable

Language Skills

Strong professional written and spoken language skills in English and Mandarin Chinese are a plus are required

Physical Demands

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, travel up and down stairs, crouch, stoop and reach.
- Ability to lift up to 25 lbs.

Work Environment

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of the job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Basic office environment
- Airplane, coach, train travel

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Sotheby's Institute of Art NY reserves the right to modify this job description in its sole discretion.

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Sotheby's INSTITUTE OF ART

Application Guidelines

- Please submit a cover letter, resume, and three (3) professional references to MALB@sia.edu
- Application deadline: August 21, 2026 or until the position is filled

Salary Range

- \$29 an hour/40 hours per week
- Comprehensive benefits package, including health insurance and retirement benefits

Sotheby's Institute of Art is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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