Sotheby's
INSTITUTE OF ART

edconic

Sotheby's Institute of Art
Summer 2027

Location: 570 Lexington Ave, New York, NY 10022, USA
Contract Type: Fixed fee, self-employed
Dates: 14 June - 9 July, 2027
Duration: Four weeks

Summary of Position

Sotheby's Institute of Art (Edconic) is seeking a qualified Course Instructor to teach our in-person Luxury Business course, as part of the 2027 *Sotheby's Summer Program in New York City*.

About the Role

Course Instructors should be committed to the value of study abroad education and the importance of cross-cultural learning. The Course Instructor will be excited to embrace students from diverse backgrounds as they guide them through a four-week, accredited academic course based in New York City at Sotheby's Institute of Art.

Instructors will be asked to begin course preparation 2-3 months prior to the course start date. Preparation work is flexible and may be completed on the instructor's own schedule with scheduled check-ins with the Global Academic Director. All course materials must be finalized and submitted for review no later than three weeks before the course begins.

During the program, instructors are expected to be fully engaged in the four-week academic schedule. Instructors are required to be present for all academic contact hours (between 45-52 hours across four weeks, Monday - Thursday). Instructors will:

- Attend all academic classes, typically scheduled Monday through Thursday, 10:00 a.m.–12:00 p.m.
- Plan and participate in all afternoon guest lectures and co-curricular activities, typically scheduled from 2:00–4:00 p.m.
- Complete weekly marking as needed.

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Key Responsibilities

- Work closely with the Global Academic Director for Collegiate Programmes to develop, refine, and deliver the course syllabus, align learning outcomes, and prepare weekly instructional plans.
- Build and maintain all required course materials on Canvas, including the syllabus, assignments, readings, grading rubrics, schedules, and announcements as required.
- Create engaging course materials, including seminars, teaching materials, assessments, and in-class activities.
- Lead dynamic in-person seminars, discussions, workshops, and experiential learning sessions that support diverse learning styles.
- Integrate New York City's cultural and artistic landscape into course delivery, including attending and supporting relevant site visits, guest speakers, or experiential components where appropriate.
- Participate in and complete all required trainings, orientations, and pre-programme meetings as required.
- Foster an inclusive, supportive classroom environment that encourages cross-cultural learning and global perspectives.
- Maintain full attendance for all scheduled class sessions, activities, and program events as required.
- Provide timely, constructive, and transparent feedback on all assessments.
- Maintain accurate grading records and submit final assessments by established deadlines.
- Ensure academic integrity and uphold institutional policies in all coursework and evaluations.
- Communicate proactively with staff regarding any academic or student-related concerns.
- Ensure the safety and well-being of students during all academic activities and uphold the values and professionalism of Sotheby's Institute of Art.

About the Candidate

The Course Instructor should have excellent classroom management skills and experience teaching university-level students. Supported by the Global Academic Director for Collegiate Programs, they will serve as the primary point of academic contact for students, providing academic and cultural guidance while ensuring a safe, enriching, and memorable experience.

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

Essential Criteria

- Significant experience teaching university-level students
- Master's degree required, and PhD preferred in related fields
- Significant experience in the subject area related to the course
- Ability to cultivate effective professional relationships with students, faculty and Edconic staff
- Experience teaching and/or working with US undergraduate students preferred
- Experience with communicative and task-based teaching methods required
- Outstanding intercultural communications skills
- High level of English proficiency required; all courses will be delivered in English
- Experience working with an LMS (e.g., Canvas)
- Demonstrate strong leadership, a high-level of organization and excellent communication skills in the learning environment
- Ability and willingness to work as a productive member of a team with the collective goal of creating positive participant experiences
- Ability to accept, apply, and give feedback in a professional manner

Compensation

Course Instructors receive a fixed fee of $8750 (inclusive) upon successful completion of the four-week course.

To apply, please submit a cover letter and CV to Dr Leigh Lawrence, Global Academic Director for Collegiate Programs at llawrence@edconic.com. Please clearly indicate the course for which you are applying.