

# The Courtauld Alumni Ambassadors Programme



**Information for Alumni**  
**October 2013**

## What is the Courtauld Alumni Ambassadors Programme?

The Courtauld Alumni Ambassadors Programme is an initiative which aims to extend the reach of our talented and generous alumni for the benefit of current, former and prospective students in all stages of their careers.

It is hoped that Ambassadors will help with one or more of three main initiatives:

- **ADVISING** current and former students (see page 4)
- **EMPLOYING** current and former students (see page 5)
- **RECRUITING** prospective students to Courtauld courses (see page 6)

## Who can become an Ambassador?

Anyone who studied at the Courtauld can be an Ambassador, and we encourage participation from all aspects of the alumni spectrum, including:

- Those in any stage of a career, from entry level to established professionals
- Those working both within and outside the arts
- Those working in organisations, as freelancers or independently
- Individuals living anywhere around the world

## How do I become an Ambassador?

We hope that you will mark yourself as an Alumni Ambassador on the Courtauld Association Network ([www.courtauldassociation.com](http://www.courtauldassociation.com)), indicating that you are available to be contacted by those in need of advice.

In the first instance, this programme will be centered entirely around the online Courtauld Association Network site ([www.courtauldassociation.com](http://www.courtauldassociation.com)) as the most cost- and resource-effective and efficient way of connecting current students with alumni.\*

Important guidelines detailing the expectations and responsibilities of both the Ambassadors and those seeking advice are in the appendices at the end of this document.

To become an Ambassador:

- Carefully review the guidelines for Ambassadors, and for those wishing to contact Ambassadors, contained in Appendices 1 and 2 (pages 8 and 9 of this document).
- Mark yourself as an 'Alumni Ambassador' on the Courtauld Association Network site ([www.courtauldassociation.com](http://www.courtauldassociation.com)):
  - Log into your account (if you need assistance contact [janine.catalano@courtauld.ac.uk](mailto:janine.catalano@courtauld.ac.uk))
  - Go to 'My Profile'
  - Click 'Manage Profile' in the 'My Profile' menu
  - Click 'Edit Bio'
  - Scroll down to the 'Professional Information' section and select the 'Alumni Ambassador' option

**NB:** You can remove the 'Alumni Ambassador' tag at any time

\*Rest assured that this is a safe and secure website, and your details will not be available to anyone outside this closed network. Unfortunately we are not currently able to accommodate Ambassadors outside this online network .

The Alumni Ambassadors Programme has three main initiatives:

## **1. ADVISING**

Our alumni have a wealth of experience that can be of great benefit to current students, as well as fellow alumni starting out or seeking a change.

By marking yourself as an Ambassador, students and alumni in need of advice know they can feel free to contact you professionally and appropriately.

### What you can do

- Carefully review the 'Alumni Ambassadors Guidelines' in Appendix 1 (page 8 of this document)
- Mark yourself as an 'Alumni Ambassador' on the Courtauld Association Network site ([www.courtauldassociation.com](http://www.courtauldassociation.com))
- Make your profile as complete as possible so that those in need of advice will be able to search the network effectively
- Join relevant geographical, interest and professional groups on the site

## 2. EMPLOYING

In an increasingly competitive job market, our students and alumni need your help in obtaining jobs, internships and work experience. Through the Career Centre on CAN, such opportunities can be made available to current students and to graduates in all stages of their careers, from entry level to senior positions. Any opportunities appropriate for a Courtauld student or alumnus, either within or outside the art world, can be posted on the site, including but not limited to:

- Full-time employment opportunities
- Academic positions
- Short-term or freelance work
- Internships or work placements
- Graduate scheme or fellowship opportunities
- Relevant competitions and calls for papers (academic conferences, essay prizes, curatorial opens, etc)

Using the CAN site enables you or your colleagues to reach out to a talented pool of students and graduates who can greatly benefit your organisation, without having to pay any advertising costs.\*\*

### What you can do

- Post opportunities on the Courtauld Association Network site
  - Fill in the details of any position at [www.courtauldassociation.com/networking/submit](http://www.courtauldassociation.com/networking/submit)  
(NB: If asked for an invoice number, ignore this step; your posting will still have been submitted successfully)
- Encourage colleagues and HR departments to use this site to advertise positions
  - Note that individuals do NOT need to be registered members of the site, nor do they need to be Courtauld alumni, to provide an opportunity, so do spread the word widely
- Put opportunities for work experience or work shadowing on the site

\*\*The Courtauld takes no responsibility for the openings posted on this site.

### 3. RECRUITING

Recruiting the best students for our academic programmes has always been and continues to be our top priority.

With so many options for students, the Courtauld relies heavily on our alumni to uphold and spread its reputation, raise awareness about its programmes and encourage prospective candidates to apply.

#### What you can do

- If you are in a position to speak to prospective students, *be sure to tell them about the Courtauld* and encourage them to contact the Academic Registry for more information.
- Familiarise yourself with the current degree programmes and MA options by looking at <http://www.courtauld.ac.uk/degreeprogrammes/>
- Stay up-to-date with Courtauld research culture by looking at the Research Forum calendar and attending events if possible: <http://www.courtauld.ac.uk/researchforum/index.shtml>
- Keep doing what you are doing! Our alumni are the best embodiment of the value of a Courtauld education, so discuss your alma mater with pride!

## Looking ahead

This programme will begin with the initiatives outlined on the previous pages. However, it is hoped that this will lay the groundwork to expand the Alumni Ambassadors Programme, which may include the following in months and years to come:

- Increased face-to-face career and networking sessions
- Compilations of alumni advice available to students and graduates
- Online discussion forums specific to different professions
- Bespoke job or internship programmes between organisations and the Courtauld, both curricular and extracurricular
- Increased resources to equip alumni to speak to prospective students at universities and educational fairs
- A network of alumni willing to answer questions from prospective students

We are open to ideas and suggestions on how we might develop the programme, so please do contact [janine.catalano@courtauld.ac.uk](mailto:janine.catalano@courtauld.ac.uk) with any suggestions.

**Thank you so much for your ongoing support of the Courtauld!**

Please direct any questions or comments to:

Janine Catalano  
Alumni Relations Manager  
The Courtauld Institute of Art  
Somerset House  
Strand  
London WC2R 0RN

[Janine.catalano@courtauld.ac.uk](mailto:Janine.catalano@courtauld.ac.uk)  
+44 (0)20 7848 1082