

Posted 10 April 2024

CATALOGUER FTC (MATERNITY COVER)

London

Acting as a Cataloguer, in the 20th Century & Contemporary Art Department in London, this position will be responsible for assisting the Head of Sale/Online Sale Manager and Specialists with valuations, enquiries and cataloguing and researching property for our departmental sales and online platform.

Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

- Research property including authenticity, bibliography, provenance and exhibition history for auction, valuation, and private sale using libraries, online databases, the internet, and external experts/ authenticating bodies.
- Proof and complete all research for cataloguing using auction standards and review with Heads of Sale/Online Sale Manager and/or Specialists.
- Research and provide all relevant information using auction standards for use in marketing materials, valuations and proposals.
- Coordinate and act as a key contact for relevant departments during the production of marketing material, valuations and proposals.
- Physically catalogue property for auction, valuation, and private sale using auction standards.
- Research and write catalogue notes and other marketing material where appropriate.
- Prepare property for review meetings with Heads of Sale/Online Sales Manager and Specialists to determine value, condition and marketability, and amend cataloguing to state changes.
- Prepare condition reports and review with Heads of Sale/Online Sales Manager and Specialists where appropriate.
- Work alongside the Property Manager and Operations team to ensure condition is correctly catalogued and restoration is undertaken where appropriate.
- Assist with digital catalogue production and layout, including photography coordination.
- Send Specialist cataloguing confirmations (cataloguing, provenance, expertise confirmation and approval).
- Assist clients via e-mail, telephone and on-site.

- Discuss artworks with Specialists, other staff and clients.
 - Collaborate with other Cataloguers and assist where needed to support the other 20th Century and Contemporary Art Sales.
 - Other duties as assigned.
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Education and Training

- Bachelor's degree in Art History or related field, required.
 - Master's degree in Art History or related field, preferred.
 - Experience performing similar duties in an auction house or internationally recognized gallery or museum.
 - Language skills in addition to English, preferred.
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Personal Attributes

- Ability to operate with grace under pressure while delivering a high standard of work on tight deadlines.
 - Ability to work professionally and collaboratively with all other areas within the business.
 - Ability to handle confidential information discreetly and responsibly.
 - Proactive with excellent project management and organizational skills.
 - Knowledge of contemporary art with an ability to prepare academic texts on artworks.
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Working Conditions

- Weekends and evenings required where necessary.
 - Work is primarily undertaken in our Berkeley Square office with frequent visits to our off-site warehouse.
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Additional Info

Deadline to apply for this role: **Friday 3rd May 2024**

To apply for this position, please send a copy of your CV to careerseurope@phillips.com