

Posted 18 March 2024

# SEASONAL FINE ART FRAMER

## New York

This position is responsible for leading fine art framing needs for Specialist Departments.

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### Duties and Responsibilities

#### FRAMING

- Responsible for matt cutting
  - Archival Hinging of photographs and various works on paper
  - Fitting artwork
  - Plexi and glass cutting
  - Collaborating with Property Managers and Specialist Departments to assess framing needs
  - Ordering framing supplies and maintaining framing studio
  - Ensure that framing needs are met for exhibition and shipping deadlines.
  - Work as needed at gallery during installations as well as at offsite locations
  - Liaison between Property Managers, Shipping, Property Control, Specialists, Department Administrator, Photo Studio and Cataloguers regarding framing needs.
  - Consult Department spreadsheets, Voxme and Auctiontools for information regarding works to be framed. Track progress of workflow in spreadsheet format.
  - Order frames from other vendors as needed and assist in coordination
  - Responsible for maintaining safe storage of objects at the warehouse or staged at gallery
  - Assist Property Managers as needed.
  - Perform any other ad-hoc duties as assigned by manager;
  - Follow guidelines set forth in the Phillips Art Handling Manual
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### Professional Skills and Experience

- 2+ years proven experience in, implementing framing projects (must have experience working with photographs - vintage to contemporary; as well as various works on paper ,including drawings, printmaking , and editions).
- 1+ year of experience handling art in a safe and professional manner
- Working knowledge of and experience with
  - o Various packing methods suitable to a wide range of media, preferred
  - o MS Office Suite/Outlook, preferred
  - o Voxme software, preferred
- Excellent client-relations and presentation skills including confidence, tact and diplomacy.
- Excellent verbal and written presentation skills and
- Excellent time management skills with the ability to work under pressure and prioritize to meet strict deadlines

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## **Education and Training**

- Art Education, required
- Bachelor of Arts, preferred
- Additional language skills; desirable

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## **Personal Attributes**

- Ability to work professionally and responsibly with all other areas within the business
- Ability to communicate in a professional manner with a wide variety of people
- Ability to deal effectively and efficiently with multiple tasks
- Proactive with excellent organization skills
- Meticulous attention to detail
- Dependable, consistent and punctual attendance, required

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## **Working Conditions**

- Work is primarily undertaken in our LIC-warehouse
- Work will occasionally take place in the Park Ave galleries
- Weekend or evening work as required

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## **Additional Info**

The hourly pay range for the role is: \$25.00-35.00 per hour.

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Please submit your resume and cover letter to [Careersus@Phillips.com](mailto:Careersus@Phillips.com). Please use the subject header "Seasonal Fine Art Framer". Please be advised: due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of the open position.