

ART INVENTORY COORDINATOR

New York

This position is responsible for property receipt, release and inventory of artwork, design. 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

- Receive and release property at the warehouse and Park Avenue gallery
- Tag, label, and document inbound and outbound property.
- Update the Property Management System with accurate data entries.
- Manage the department's inbox, responding to collection inquiries and general queries promptly.
- Delegate tasks to departmental art handlers at the warehouse or Park Avenue gallery
- Assist in the safe storage of property at the warehouse and gallery
- Coordinate the preparation and receiving of transfers at the warehouse and gallery
- Load and unload trucks, moving crated/packed works within the warehouse and the gallery
- Perform artwork condition reports
- Provide exceptional customer service to clients and shippers
- Manage collection orders and property release
- Coordinate the transfer of aged inventory to an off-site warehouse.
- Generate aging reports for inventory management.
- Conduct semi-annual physical inventory
- Assist in constructing or retrofitting crates for artworks
- Handle the packing and unpacking of artworks
- Operating a forklift to move property and crate movement
- Dispose of materials and unused crates in warehouse and gallery
- Assist with clearance project document, send off-site, and follow-up on old property
- Perform other ad-hoc duties as requested

Professional Skills and Experience

- 3 years' experience in an auction house, gallery, museum, or art handling company is required
- Strong attention to detail and organizational skills
- Excellent communication and customer service skills
- Flexibility and adaptability to handle various tasks
- Physical ability to lift and move heavy objects when required
- Working knowledge of and experience with various packing methods suitable for a wide range of media is preferred.
- Forklift operation experience, preferred
- Proficiency in MS Office Suite/Outlook is preferred
- Familiarity with Voxme software is preferred.

Education and Training

- Bachelor of Arts, preferred
- A background in Fine Arts is preferred.
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- Knowledge of foreign languages such as French, Spanish, Italian, or German is helpful.

Personal Attributes

- Ability to handle delicate and fragile artworks is required.
- Must be able to work professionally and responsibly with clients, shippers, and all areas within the business.
- Ability to lift heavy objects such as crates, pedestals and auction furniture
- Proactive with excellent organizational skills
- High degree of time and resource management skills with the ability to work under pressure and prioritize to meet strict deadlines
- Ability to deal effectively and efficiently with multiple tasks
- Dependable, consistent and punctual attendance, required

Working Conditions

- Work is undertaken in our Long Island City warehouse and Park Avenue galleries
- Requires local travel between gallery and warehouse locations
- Evening work as required

Additional Info

- The hourly pay range for the role is \$25.00-27.00 per hour.

Please submit your resume and cover letter to Careersus@phillips.com. Please use the subject header "Art Inventory Coordinator". 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.