

## RESEARCHER / WRITER (MATERNITY COVER)

London

The Researcher/Writer in the Modern & Contemporary Art Department in London will be responsible for working closely with the entire specialist team to assist in the researching, writing and content of all department materials including the auction, single owner and private sale content, proposals, press and marketing materials. With a primary focus on supporting the Evening Sale Team in preparation for their main season sales. The Researcher/Writer will also take a leading role in the facilitation of the creation of proposals for sale and other documents for the department, including press releases, marketing products, and vanity catalogues.

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.

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### Duties and Responsibilities

- Research and write scholarly texts, market analysis, and other marketing material for auction content, private sale works, exhibitions and other material as assigned by the manager.
- Research, including authenticity, bibliography, provenance and exhibition history of selective works of art for auction, proposals, valuation, and private sale using libraries, online databases, the internet, and outside experts and coordinate with relevant Cataloguers, Object Intelligence Team and Heads of Sale on findings.
- Research and provide all relevant information using the provided auction standards for use in marketing material, valuations and proposals.
- Work closely with specialists, business getters and business managers to help define sale and marketing plans/competitive messages for proposals and marketing material.
- Coordinate and act as a key contact for relevant departments, including but not limited to Proposals, Design, Press and Marketing, during the production of marketing material, valuations and proposals.
- Assist the department in all aspects of department material delivery, including scheduling, researching, writing, editing and proofreading of special catalogues, proposals and other material as assigned by the manager.
- Liaise with Production to produce custom exhibition displays and wall-text copy for select auction preview
- Proof all research and material for the department and review with Heads of Sales and/or Senior
- Work closely with the sales team to select and compile art historically relevant and commercial comparative images for illustration in lot content, proposals and other material
- Work with the Cataloguer and Copyright Administrator to assist with catalogue and lot content production, layout, copyright clearance and tracking copyright costs where necessary with comparative images
- Work with the web production team on uploading content to Phillips.com.
- Assist clients via e-mail, telephone
- Discuss artworks with specialists, other staff

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### Professional Skills and Experience

- They should have excellent and proven research on Modern and Contemporary Art.
- They should have knowledge on Art History
- They should have excellent verbal and written communication.
- The ability to deal effectively and efficiently with multiple tasks while working to meet strict
- They should professionally conduct themselves.

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## Education and Training

A Bachelors' degree in Art History or related field is required with a Master's degree in the same subjects being preferred. Significant professional experience performing similar duties in an auction house or internationally recognised gallery or museum is essential.

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## Working Conditions

- Hours of work are 40hpw (9am to 6pm)
- There will be times when you are expected to work occasional evenings and weekends around sale deadlines.

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## Additional Info

All candidates must be eligible to work in the UK as we are unable to assist with visa applications for this FTC.

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