

PROPERTY CONTROLLER (FINE ART INVENTORY CONTROL)

New York

The Property Controller is responsible for property receipt and release, inventory management, not only for individual delivery and pickups, but also sale transfers, installing and handling works for private viewings, and overseeing the New York Collections inbox and scheduling collections/drop offs at the Gallery and Warehouse locations.

Duties and Responsibilities

- Responsible for collection order and property release at the Gallery, responsible for all paperwork
 - Wrap artwork for client pickups, transfers and one-off pickups
 - Enter receipt of property into system, create barcode
 - Receive and condition all inbound property, responsible for all paperwork
 - Unwrap artwork arriving from client drops off, transfers and one-off deliveries
 - Scan inbound property and scan out all property
 - Manage crate labeling and storage
 - Manage intra-company transfers to Park Ave
 - Supervise and scan all property load in/out at Park Avenue with Property Manager, produce inventory reports
 - Responsible for all Private Sale and Private Viewing requests with Operations staff
 - Assist Specialists and Clients with private viewings
 - Oversee inventory at Park Avenue and perform quarterly physical inventory
 - Responsible for maintaining onsite art storage and workspace
 - Make client visits and deliveries as directed by Sr. Gallery Manager
 - Property Controller works directly with objects and must exhibit care when handling objects
 - Oversee the NY Property Control Collections Inbox and Call Center by remotely responding and scheduling pickups
 - and drop offs occurring at the Warehouse and Gallery
 - On occasion assist Warehouse Property Control department in Phillips' Long Island City Warehouse
 - On occasion assist with property control and exhibition set up in Phillips' Southampton Gallery
 - Prep and manage Exhibita program from computer layout to finalized gallery layout with individual departments
 - Adhere to safe art handling techniques as well as wrapping and packing guidelines
 - General coordination and communication with warehouse and the department administrator concerning property at
 - Park Ave
 - Assist with exhibition installations, auction setups, auctions and events help as required
 - Assist Sr. Gallery Manager as directed
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Professional Skills and Experience

- 3 years' experience in an auction house, internationally recognized gallery or museum, required
 - Working knowledge of and experience with
1. Various packing methods suitable to a wide range of media, preferred
 2. Art handling
 3. MS Office Suite/Outlook, preferred
 4. Voxme Art Manager software, preferred
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Education and Training

- Bachelor of Arts, preferred
 - Fine Arts background, preferred
 - Foreign languages helpful: French, Spanish, Italian, German
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Personal Attributes

- Ability to handle and install delicate and fragile artworks, required
 - Ability to work professionally and responsibly with clients, external 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
 - Accuracy and attention to detail
 - Dependable, consistent and punctual attendance, required
 - Use of a computer and scanner, software programs such as email, word, xls, inventory database
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Working Conditions

- Work is undertaken in our Park Avenue galleries
 - On occasion work is undertaken in our Long Island City Warehouse
 - On occasion work is undertaken in our Southampton Gallery
 - Evening and weekend work as required
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Please submit your resume and cover letter to Careersus@Phillips.com. Please use the subject header "Property Controller (**Fine Art Inventory Control**)". 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. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

