

## 20TH CENTURY AND CONTEMPORARY ART PROPERTY MANAGER

### New York

This position is responsible for being the single point of contact of TCA Specialist department and any practical issues relating to works of art in relevant sales. The Property Manager is the key liaison between Operations teams and the Specialist department on issues arising about the storage, install, de-install, photography, condition etc.

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### Duties and Responsibilities

- Accountable for the department's sale property including art handling, intercompany packing loading and transfer, safety of works, condition issues, matting and framing, functionality and components;
  - Regularly monitor works being consigned and foresee potential issues for shoot, install etc.;
  - Serve as a liaison between Shipping, Property Control, Specialists, Department Administrator, Photo Studio and Cataloguers regarding the arrival of works, condition issues, install specifications and cataloguing;
  - In consultation with the Shipping and Property Control teams arranging deliveries of property and any specific issues regarding collection and shipping;
  - Organize and manage the department photo shoots, oversee timelines and ensure adequate warehouse staff are scheduled to support photo shoot activities;
  - Consult the TCA department sales spreadsheets, Voxme and Auctiontools for information and errors while tracking and documenting progress of the shoot, color proofing, pack up and additional work required for display (e.g. framing);
  - Perform framing responsibilities including matt cutting, hinging various works on paper, fitting artwork, cutting frames and glazing, ordering supplies and frames as needed;
  - Oversee the packing and transfer of works to and from Park Ave is completed safely and to deadline;
  - Ensure that all works of art are handled safely by others, prepared, installed and ready for display;
  - Provide technical and art handling help or assistance for the department as necessary for cataloguing, color checking and during the exhibition;
  - Responsible for maintaining safe storage of objects at the warehouse or staged at gallery, warehouse racks management, and perform quarterly inventory;
  - Work with Senior Property Manager to ensure appropriate staffing for work required and oversee part-time art handlers assigned to relevant projects;
  - Work cross-departmentally and assist other Property Managers with their responsibilities when the need arises;
  - Responsible for the above in regards to property located in New York for London and Hong Kong TCA Days Sales
  - Perform any other ad-hoc duties as assigned by manager;
  - Follow guidelines set forth in the Phillips Art Handling Manual - 2017 edition, and ensure other fulltime and freelance employees are also observing the policies
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### Professional Skills and Experience

- Proven experience in implementing projects
  - Excellent client-relations and presentation skills including confidence, tact and diplomacy.
  - Ability to work professionally and responsibly with all other areas within the business.
  - Excellent verbal and written presentation skills and 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
  - Excellent time management skills with the ability to work under pressure and prioritize to meet strict deadlines.
  - Additional language skills are desirable
  - Must be able to work occasional weekends and evenings
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### Working Conditions

- Work is primarily undertaken in our LIC warehouse

- Work will occasionally take place in the Park Ave galleries
- Ability to lift up to 50 lbs.

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Please submit your resume and cover letter to [Careersus@Phillips.com](mailto:Careersus@Phillips.com). Please use the subject header "Property Manager". 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.