

Posted 11 August 2021

OPERATIONS TECH

New York

The Operations Supervisor supervises Operations staff for all events, installs, auction installs, and day-to-day functions.

Duties and Responsibilities

- Supervise Operations staff on a day-to-day basis and manage completion of all punch lists under the direction of the Senior Gallery Manager
 - Work with Sr. Gallery Manager on all exhibition previews and deinstalls
 - Work in conjunction with operations staff on all auction installs and deinstalls
 - Responsible for Jewels/Watches installs under direction of Sr. Gallery Manager
 - Set-up and deinstall of all events and pop-ups
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Professional Skills and Experience

- Minimum 2 years' experience in a similar role
 - Ability to lift heavy objects if required
 - Auction House or high-end gallery experience, preferred
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Education and Training

- Bachelor of Arts, preferred
 - Languages helpful: Spanish
 - Fine Arts background helpful, not necessary
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Personal Attributes

- Ability to work under high-pressure situations, and remain calm in stressful situations; ability to prioritize and adjust with change
 - Polite, professional communication, collaborative interpersonal skills and client service skills
 - Proactive with excellent organizational skills
 - Ability to deal effectively and efficiently with multiple tasks
 - Dependable, consistent and punctual attendance, required
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Working Conditions

- Work is primarily undertaken in the Park Avenue Gallery, and Southampton Gallery when required
 - Must be willing to work scheduled evenings and weekends when needed
 - Bending, lifting, carrying fragile, heavy objects up to 50 lbs.
 - Standing on feet for prolonged periods
 - Ability to travel within NYC and to Southampton
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Please submit your resume and cover letter to Careersus@Phillips.com. Please use the subject header "Operations 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.