

TRUCK DRIVER/ART HANDLER

New York

The Truck Driver/Art Handler is responsible for packing, collecting, delivering and transporting artwork in a safe, secure and timely manner.

Duties and Responsibilities

- Cautiously and safely operate large straight trucks through the NYC and tri-state area
 - Safely handle art objects, using the appropriate methods for packaging, loading and securing for safe transport
 - Load/unload trucks; moving crated/packed works throughout the galleries and warehouse
 - Prepare necessary paperwork including bills of lading, labeling, and detailed condition reports with accompanying photos, as required
 - Assist with storage facility on the receipt and release of property
 - Install, de-install artwork in galleries and storage areas
 - Store artwork safely in warehouse
 - Communicate with warehouse and gallery throughout the day to successfully complete daily schedule
 - Make assessments concerning the safety of works and taking necessary action to secure artworks
 - Assist in the construction of new or retrofitting previously constructed crates
 - Dispose of garbage and unused crates in warehouse and galleries
 - Perform other ad-hoc duties as requested
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Professional Skills and Experience

- 3+ years' experience driving and art handling for a fine art services company, auction house, internationally recognized gallery, museum or high end moving company, required
 - Clean driving record and knowledge of NYC metro area, required
 - Working knowledge of and experience with various packing methods suitable to a wide range of media, required
 - Working knowledge of and experience with installation methods suitable to a wide range of media, required
 - Experience safely operating a fork-lift, preferred
 - Audio/Visual skills, preferred
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Education and Training

- Bachelor of Arts, preferred
 - Fine Arts background, preferred
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Personal Attributes

- Ability to work professionally and responsibly with 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
 - Excellent communication skills, proficient in verbal and written English
 - Capacity to work comfortably on a truck as well as in a customer focused environment (gallery/museum/corporate office/private residence)
 - Dependable, consistent and punctual attendance, required
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Working Conditions

- Work is undertaken in our Long Island City warehouse and Park Avenue galleries
 - Requires tri-state travel to transport artworks
 - Weekend and evening work as required
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lease submit your resume and cover letter to Careersus@Phillips.com. Please use the subject header "Truck Driver/Art Handler". 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.