

CATALOGUER (MULTIPLE POSITIONS AVAILABLE)

New York

Acting as Cataloguer in the 20th Century and Contemporary Art Department in New York, this position will be responsible for assisting the Head of Sale with co-ordinating sales, valuations, cataloguing and researching the property.

Duties and Responsibilities

- Catalogue property for auction, valuation, and private sale using auction standards.
 - Research and write catalogue notes and other marketing material where appropriate.
 - Research property including authenticity, bibliography, provenance and exhibition history for auction, valuation, and private sale using libraries, online databases, the internet and outside experts.
 - Proof and complete all research for cataloguing using auction standards and review with Head of Sale and/or Senior Specialist.
 - Research and provide all relevant information using auction standards for use in marketing material, valuations and proposals.
 - Prepare property for property review meetings with Head of Sale and Senior Specialists to determine value, condition and marketability, and amend cataloguing to state changes.
 - Prepare condition reports and review with Head of Sale and Senior Specialist where appropriate.
 - Assist with catalogue print and digital production and layout, including photography coordination and copyright clearance for comparative images.
 - Send out special interest letters (cataloguing, provenance, expertise confirmation and approval).
 - Collaborate with other Cataloguers and assist as needed to support the other 20th Century and Contemporary Art Sales.
 - Contribute to pricing sessions, working collaboratively with specialist colleagues. Compile relevant auction comparables for pricing meetings when needed.
 - Attend local and regional events including gallery openings, museum events and art fairs and cultivate networks among collectors, dealers, curators and others.
 - Assist clients at the valuation desk, via e-mail, telephone and on-site.
 - Discuss artworks with specialists, other staff and clients.
 - Other duties as assigned by Manager.
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Professional Skills and Experience

- In depth academic and market knowledge of 20th Century and Contemporary Art.
 - Ability to communicate eloquently and professionally with a wide variety of audiences using both verbal and written communication.
 - Excellent essay / academic writing skills.
 - Excellent client-relations and presentation skills including confidence, tact and diplomacy.
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Education and Training

- Bachelor's Degree in the relevant art category, required.

- Master's Degree, preferred.
 - 2+ years or experience performing similar duties in an auction house or internationally recognized gallery or museum.
 - Language skills in addition to English, preferred.
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Personal Attributes

- Driven self-starter with a proven ability to initiate and gain business.
 - Ability to work professionally and collaboratively with all other areas within the business.
 - Ability to handle confidential information discreetly and responsibly.
 - Proactive with excellent time management and organisation skills.
 - Ability to multi-task and prioritise.
 - Meticulous attention to detail.
 - Ability to remain calm under pressure while delivering a high standard of work on tight deadlines.
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Working Conditions

- Work is primarily undertaken in our Park Avenue office with frequent visits to our Long Island City warehouse.
 - Ability to work evenings and weekends as necessary.
 - Some travel may be required.
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Please submit your resume, cover letter and writing sample to Careersus@Phillips.com. Please use the subject header "Cataloguer". 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.