

ASSOCIATE RESEARCHER

New York

The Associate Researcher will be responsible for working closely with the entire New York Editions department to assist in all forms of comprehensive artwork research for appraisals and cataloging entries.

Duties and Responsibilities

- Research including full reference details for authenticity, bibliography, provenance and exhibition history for auction and valuation using libraries, online databases, the internet, and outside experts and coordinate with relevant colleagues on findings; able to effectively and efficiently access a wide-range of information.
 - Work closely with Specialists on research projects of specific collections and works of art to prepare them for appraisal documents based on current auction standards.
 - Oversee the creation, research, editing and completion of a variety of different appraisals and selection for sale lists from start to finish.
 - Compile and analyze a variety of auction data for appraisals and proposals to assist with Specialist business-getting.
 - Research and write academic, art historically relevant and engaging essays for sales and lots on phillips.com.
 - Work closely with the team in selecting and compiling comparative images for illustration in essays on phillips.com.
 - Organize and manage the submission process and completion of all written content and essays on phillips.com.
 - Work closely with and assist the Cataloguer with needed reference details in completing accurate and thorough lot descriptions for each lot in the sale.
 - Proof, print and organize Draft Fact Sheets prior to sale layout deadline.
 - Evaluate, label, and move condition images of sale lots from Auction Tools into the Editions shared drive for sale organization.
 - Organize and manage past and current certificates of authenticity.
 - Research and compile submissions from clients in the Editions Consignment Inbox for Specialists review and pricing, communicate feedback to clients.
 - Assist with filing, organization, scanning, and mailings in relation to artwork on consignment for sale.
 - Participate in auction by phone-bidding, conversion board and internet bidding.
 - Ad-hoc research projects on specific artists, print shops and galleries as needed.
 - Oversight of the Editions library, its maintenance, organization and expansion.
 - Educating and working with the intern on all research details: library organization, use of outside libraries in New York, catalogue raisonne identification, Artnet searching, basic appraisal format and entry organization.
 - Assist clients via e-mail, telephone and in person.
 - Discuss artworks with specialists, other staff and clients.
 - Support London Editions team when possible.
 - Perform other duties requested by the administrator, cataloguer, specialist and heads of department.
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Professional Skills and Experience

Education and Training

- Bachelor's degree in Art History or related field, required.

- Modern & Contemporary Editions background, desirable.
 - Language skills in addition to English, preferred.
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Personal Attributes

- Strong interest in Printmaking (history, techniques and the artists who make prints).
- Strong internet searching capabilities.
- Strong communication skills.
- Proactive with excellent project management and organizational skills.
- Highly organized team player and ability to work professionally and collaboratively with all other areas within the business.
- Clear attention to detail.
- Ability to operate with grace under pressure while delivering a high standard of work on tight deadlines.
- Strong work ethic with effective time management; ability to multi-task, take initiative and work well independently.
- Ability to handle confidential information discreetly and responsibly.
- Willingness and desire to learn and ask questions.

Knowledge of 20th century and Contemporary Prints and Multiples with excellent research and writing abilities

Working Conditions

- Work is undertaken primarily within an office environment in our New York location and local research libraries.
 - Ability to work evenings and weekends as necessary, mainly during deadlines (March and late August/early September) and sales (April/October).
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Please submit your resume and cover letter to Careersus@Phillips.com. Please use the subject header "Associate Researcher". 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.