

DEPARTMENT MANAGER

New York

This position is responsible for the executional efficiency, financial and strategic adherence of the 20th Century and Contemporary Art (TCA) department. This position will also work with the Global Managing Director (GMD) on analysis and implementing broader strategic initiatives in the New York office with an eye to global standardization.

Duties and Responsibilities

Strategic Initiatives

- Alongside GMD, manage departmental oversight of process flow, improvements and end to end management using New York as a template and lead inter-departmental regional partners in London and Hong Kong to facilitate the implementation of these processes for global standardization
- As directed by the GMD, drive the day to day project management of key strategic initiatives for the department globally, acting as the first point of contact for support departments in the implementation and execution
- Working closely with Commercial Deals Office and Legal where necessary, facilitate the execution of special consignment terms, complex / multi-sale or departmental consignments, managing complex financial deal structuring and contracts.
- Support the GMD in tracking the department's adherence to corporate-identified KPIs and devise an ongoing communication strategy to the key identified stakeholders to ensure transparency and a high level of adherence and execution to KPIs

Financial: Reporting and Analysis

- Establish statistics and analysis required by department, client and business development, finance, and proposals on an ongoing basis, which includes but is not limited to pre- and post-sale analysis, competitor sales, market share, genres and lot bands. Undertake the compilation, recording and analysis of this data and provide findings according to an agreed upon timeline each season.
- Review analysis to devise compelling data points to leverage in marketing and proposal campaigns and present these findings to senior business team in ad-hoc forums and routine business reviews.
- Undertake ad hoc statistical analysis for specific projects where required.

Financial: Budgetary Support

- Approve local expense reports and travel, purchase orders and account adjustments in compliance with company policies and address unusual variances with GMD and Finance, where appropriate
- Coordinate bi-annual reviews of department aged inventory. Devise and action strategy to reoffer property, return to owner, etc.
- Regularly monitor department budgets including special projects and traveling exhibitions, working alongside relevant departments and administrators and escalate any deviations to GMD and Business Manager, Finance
- Analyze P&L alongside Business Manager, Finance and Head of Sale for pre-auction P&L, initiating a review on a quarterly basis
- Work with sale team and Accounts department to monitor payment terms and other sale financials. Monitor, identify and mitigate all departmental risks and compliance, escalating to GMD and/or Business Manager, Finance where appropriate and facilitate the implementation of the resolution
- Ensure that the Department is compliant in all respects

Department: Department Management

- Provide supervisory support to non-specialist employees and internship program, where necessary. Responsibilities include: department HR and IT onboarding, adherence to corporate processes (including but not limited

to, contracts, KYC, catalogue symbols), timesheet approval, and resource allocation for sale schedule in conjunction with Sale Heads and Head of Department and addressing challenges and resolving problems

- Work with GMD to manage departmental communications including: organizational clarity around key dates, strategic direction, deadlines, departmental updates; chair recurring departmental meetings driven by senior team and/or out of New York; retain master oversight of department calendar and staffing/holiday calendar
 - Manage special project coordination, including bespoke travelling exhibitions and marketing for single-owner collection sales, and high-value and/or confidential single lot consignments etc.
 - Drive pitching process alongside Proposals and Commercial Office. Work with support departments including Operations, IT, Client Services and others to ensure seamless execution
 - Maintain relationships with critical business partners, including operations, publishing, finance, marketing and legal to ensure all functions run smoothly and facilitate communication to ensure proper support, troubleshooting potential issues and defining and implementing process improvements
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Professional Skills and Experience

- Strong proficiency in Microsoft Office Software (Excel, Outlook, Word and PowerPoint), required
 - A minimum of 6 years' work experience in a similar role within an arts institution, including business or finance experience, preferred
 - Strong leadership skills in a similar environment, required
 - Experience in process improvement and data management with demonstrated ability to analyze data and present with a high degree of fluency to senior stakeholders, preferred
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Education and Training

- Bachelor's degree required, Master's degree in Business or Art Administration, or equivalent work experience
 - Foreign languages, desirable
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Personal Attributes

- Ability to lead on, develop and deliver relevant training materials to Administrators
 - Ability to communicate in a professional manner with a wide variety of people including written and verbal communication
 - Excellent time management and prioritization skills with ability to work under pressure to meet strict deadlines
 - Ability to work individually on own initiative and as part of a team
 - Ability to deal effectively and efficiently with multiple tasks
 - Proactive with excellent organization skills and meticulous attention to detail
 - Ability to work professionally and collaboratively with all other areas within the business
 - Ability to handle confidential information discreetly and responsibly
 - Ability to learn Phillips' internal programs, systems and software
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Working Conditions

- Work is undertaken primarily within an office environment at the New York 432 Park Avenue location
- Flexibility with working hours including some evenings and weekends/ willing to work all events
- Newly hired staff must be fully vaccinated by their start date. Applicants unable to comply with this policy due to an underlying medical condition or sincerely held religious belief may be eligible for an accommodation, unless such an

accommodation would be unduly burdensome or present a direct threat to the applicant, our employees, or the members of our greater community.

Please submit your resume and cover letter to Careersus@Phillips.com. Please use the subject header "Department 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.