

CATALOGUER

New York

Acting as Cataloguer in the Photographs Department in New York, this position will be responsible for cataloguing, conditioning, and researching all property consigned to the Photographs sales.

Duties and Responsibilities

- Inspect and catalogue all property upon arrival
 - Research property for literature references, provenance, and exhibition history using internal and external resources, such as libraries, databases, and speaking with other experts in the field
 - Finalize catalogue descriptions using auction standards and review with Head of Department and Specialists
 - Coordinate with Photographs Property Manager on arrival dates, handling, and photography of property
 - Manage image approval and color-checking
 - Prepare condition reports and review with Head of Department
 - Proof catalogue and manage edits and image updates with relevant departments
 - Coordinate with external vendors for framing, conservation, and reprinting of photographs
 - Research and write catalogue essays
 - Support Specialists and department with the pre-sale exhibition including, but not limited to, greeting clients and the coordination of private viewings
 - File and release certificates of authenticity and signature labels appropriately and in a timely manner post-sale
 - Coordinate the production of marketing materials including copyright clearance when needed
 - Assist Specialists with research for potential consignments, and business-getting initiatives such as proposals and appraisals
 - Organize and maintain department library
 - Attend local exhibitions and art fairs to expand knowledge of the medium and the market
 - Other duties as assigned
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Professional Skills and Experience

- Academic and market knowledge of photographs, essential
 - Bachelor's degree, required
 - Master's degree in Art History or related field, preferred
 - Minimum of 2 years' experience performing similar duties within the industry, essential
 - Previous experience of cataloguing photographs or works on paper, preferred
 - Language skills in addition to English, desirable
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Personal Attributes

- Excellent organization and time management skills
- Strong attention to detail
- Ability to prioritize effectively, work proactively, and adjust to change

- Ability to communicate in a professional manner with a wide variety of people including superior written communication
 - Ability to work to strict deadlines and in high pressure situations
 - Ability to work individually on own initiative and as part of a team
 - Ability to handle confidential information discreetly and responsibly
 - Ability to learn Phillips' internal processes and systems
 - Proficiency in Microsoft Office Suite (Excel, Outlook, Word and PowerPoint)
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Working Conditions

- Work is primarily undertaken in our Park Avenue office with frequent visits to our Long Island City warehouse
 - Weekends and evenings required when necessary
 - 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.
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Please submit your resume and cover letter 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.