

LIBRARY PROJECT TEMP

New York

This is a fixed-term project to catalogue a new library of books for the 20th Century & Contemporary Art department in advance of their inclusion into the New York library, deaccession, or distribution to different Phillips sale locations as needed. Under the direction of the Researcher/Writer, the Library Project Temp will (1) identify uncatalogued materials and assess the subject matter and suitability for Phillips' research requirements; (2) create detailed inventories and collection-level catalogue records using Excel and a collections management system; (3) confer with the Researcher/Writer to ensure accuracy; (4) complete the integration of the books into Phillips libraries (5) manage the dispersion of selected publications to Phillips' global office locations; and (5) manage the deaccession of publications where deemed appropriate.

Duties and Responsibilities

- Survey uncatalogued monographs, publications, magazines, and other materials
 - Create detailed inventories using Excel
 - Create collection-level catalogue records in a collection management system
 - Identify rare books and publications
 - Manage shipment of books to other sale locations
 - Solicit offers for deaccessioning both individually and in bulk
 - Coordinate with Researcher/Writer to meet project goals
 - Other duties as assigned
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Professional Skills and Experience

- Experience using and/or creating databases for collections, particularly libraries.
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Education and Training

- Bachelor's degree in art history, museum studies, library science or related fields required. Master's degree preferred.
 - Training and experience in the use of digital database systems.
 - Highly organized and self-motivated with strong attention to details.
 - Ability to lift 20 lbs.
 - Ability to work independently.
 - Experience working with library or museum collections preferred.
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Working Conditions

- Work is primarily undertaken at our 432 Park Avenue office in New York
- Ability to work evenings and weekends as 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.)

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