

GALLERY MANAGER

New York

Responsible for implementing and upholding the highest level of standards for gallery exhibitions, auctions, and events. Oversee the day-to-day operational management of gallery's facilities, art inventory, installations, auctions and events including planning, scheduling, hiring, training, leading and managing staff, maintaining the property and equipment, and oversight of budgets.

Duties and Responsibilities

- Maintain safe, clean and orderly premises including exhibition area, back of house facilities, storage, common areas, building services rooms, and exterior. Responsible for managing gallery facilities, building systems and equipment (HVAC, electrical, etc). Schedule repairs, construction and maintenance as required, oversee maintenance contracts.
 - Maintain organized inventory of gallery supplies - stock and order all necessary tools, installation equipment, AV equipment, packing and archival materials, auction and event furniture, breakroom and kitchen, cleaning supplies
 - Oversee and lead exhibition installations of art, design, jewels, watches, etc. Responsibilities include planning layouts, coordinating timeline, scheduling resources, liaising with curator, overseeing of art handling, loading, scanning, rigging, installing and packing of artwork, resetting gallery, lighting, signage installation, organization of displays plinths and cases, and management of art handlers, operations staff and viewing attendants.
 - Set schedule and assign daily tasks for Operations staff. Hire, train, schedule, manage, track and approve hours and time off requests. Conduct new operational and art handler employee induction at Park Ave.
 - Manage and schedule security guard coverage, responsible for safety and security of the premises, artwork, staff and visitors. Plan, implement and direct emergency procedures.
 - Responsible for hiring and oversight of vendors which include suppliers, contractors, maintenance, art handlers, shippers, riggers, security, AV technicians. Schedule and approve timesheets and invoices and purchase orders.
 - Auctions and events management - schedule, coordinate and manage setup and AV and lighting for auctions and events including staffing, furniture, equipment, and overall production quality.
 - Manage Park Ave property receiving releasing and on-site inventory storage. Responsible for best practices and risk management of art handling and property control at Park Avenue.
 - Act as Phillips' primary liaison with 432 Park building management, security and engineering.
 - Remain on-call 24/7 for building emergency as a first responder for any incident or during inclement weather.
 - Perform tasks as directed by manager.
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Professional Skills and Experience

- 5 years' experience in an auction house, internationally recognized gallery or museum, required.
 - Working knowledge of and experience with:
 - Art handling and installation.
 - Building facilities and systems.
 - Various packing methods suitable to a wide range of media, preferred.
 - MS Office Suite/Outlook.
 - Drawing exhibit layouts including movable walls and furniture, lighting plots.
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Education and Training

- Bachelor of Arts, preferred.
 - Fine Arts background, preferred.
 - Able to read and interpret blue prints and schematics.
 - Certificate of Fitness for NYC Fire Guard will be required.
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Personal Attributes

- Able to handle delicate and fragile artworks, required.
 - Ability to work professionally and responsibly with clients, external shippers and all areas within the business.
 - Ability to lift heavy objects such as crates, pedestals and auction furniture.
 - Proactive with excellent organizational skills.
 - High degree of time and resource management skills with the ability to work under pressure and prioritize to meet strict deadlines.
 - Ability to deal effectively and efficiently with multiple tasks.
 - Dependable, consistent and punctual attendance, required.
 - Flexibility to meet the demands of the business.
 - Ability managing employees and conflict resolution.
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Working Conditions

- Work is undertaken in our Park Avenue galleries.
 - May require local travel between gallery and warehouse locations.
 - Early morning, evening and weekend work as required.
 - Long hours required during peak auction season.
 - 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 "Gallery 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.