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## **REGISTRAR, ONLINE SALES**

### **New York**

This position will be responsible for the processing and physical cataloguing of property for the online platform, Gallery One, with a focus on the physical handling of property at the point of on-boarding (receiving, handling, photography, cataloguing, condition reporting). Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

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### **Duties and Responsibilities**

- Receive and unpack property for the online platform, Gallery One at the warehouse and prepare for cataloguing and escalate any issues to relevant manager.
  - Liaise with the Online Sale Administrator to manage incoming property pipeline to ensure efficient processing and preparation in line with the platform's target timeline.
  - Catalogue property for the online platform, Gallery One and other sales where required, unframing where necessary, using auction standards and review with Manager of Online and/or supporting specialist. Take detail cataloguing photography upload to appropriate share locations.
  - Prepare condition reports for online platform, Gallery One and other sales where required using auction standards and review with Head of Online and/or supporting specialist. Where necessary, coordinate restoration.
  - Prepare property for property review meetings with Manager of Online and/or supporting specialist to confirm value, condition and marketability, and amend cataloguing to state changes.
  - Process property on arrival, for cataloguing and pack for outbound shipment.
  - Coordinate professional photography, video and 3D imagery and assist with color checking where necessary.
  - Where necessary, support the production of marketing material for the sale, including research, texts, and supporting imagery.
  - Proof cataloguing using auction standards and review with Manager of Online and/or supporting Administrator.
  - Discuss artworks with internal and external clients, in person, via-e-mail, by telephone and on-site, and assist with viewings of property at warehouse or gallery, as required.
  - Coordinate the collection, receipt, and post-sale shipment of marketplace property with the Post-Sale Administrator, shipping department and warehouse.
  - When available, support other tasks and assist the Property Manager team as directed by the Lead Property Manager or Operations management
  - Perform any other ad-hoc duties as requested.
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### **Professional Skills and Experience**

- Background in Art or Art Education, required.
  - Experience handling art in a safe and professional manner, other sensitive object handling considered.
  - Confident in dealing with both internal and external clients with tact and diplomacy
  - Excellent internal/external client-relations and presentation skills including confidence, tact and diplomacy.
  - Able to communicate verbally and in writing in a professional manner.
  - Ability to deal effectively and efficiently with multitasking.
  - Proactive with strong organization skills and meticulous attention to detail.
  - Excellent time management skills, ability to work under pressure and prioritize to meet strict deadlines.
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## **Working Conditions**

- Work is primarily undertaken in person at our Long Island City warehouse, .
- Work will occasionally take place in the Park Ave gallery, occasional remote work is available.
- Occasional evening and weekend shifts required.
- Must be able to lift up to 50 lbs.
- 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](mailto:Careersus@Phillips.com). Please use the subject header "Registrar, Online Sales". 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.