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## **CATALOGUER, PRIVATE SALES**

### **Hong Kong**

This position will be responsible for the research and cataloguing of all Private Sales property for the Asia Markets.

This role will work in collaboration with the rest of the Private Sales team and the 20th Century and Contemporary Art department.

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### **Duties and Responsibilities**

- Research and cataloguing/preparing fact sheets for Private Sales and Exhibition property. Using auction standards, undertake research, as required, including authenticity, bibliography, provenance and exhibition history for auction, valuation, private sales, exhibitions, marketing material and proposals, using libraries, online databases, the internet, and outside experts and coordinate with relevant team members on findings.
  - Conduct condition checks and draft condition templates.
  - Manage condition images (high resolution and condition images) saving records for Private Sales and Exhibitions property.
  - Arrange external condition checks and restorations for Private Sales and Exhibition property.
  - Data input for all cataloguing into Auction Tools.
  - Manage image procedure for Exhibition property (uploading, annotations/edit and object labelling).
  - Conduct Expertise for all Private Sales and Exhibition property.
  - Research and write catalogue notes/exhibition essays and other marketing material as required.
  - Coordinate copyright clearance for Exhibition projects.
  - Liaise and assist with specialists internally regarding Private Sales or Exhibition property.
  - Assist with auctions.
  - Coordinate with Proposals, Design, PR and Marketing Departments.
  - Maintaining Artnet, adding details of work (basic cataloguing, provenance, exhibition, and literature references following completion of research) and net price, asking price, location, specific notes and all relevant documents in relation to incoming property.
  - Administration to include but not limited to updating Wishlist data, adding offerings of private sales property to Artnet.
  - Leverage databases and client intelligence resources to their full potential by offering works from our Private Sales inventory to historic or current underbidders.
  - Liaise with clients to facilitate and close private sales and hit clear pre-determined target numbers.
  - Assist the department in all aspects of department material delivery including, scheduling, researching, writing, editing and proof reading of catalogues, proposals and other materials as assigned by the Deputy Chairwoman, Head of Private Sales or Supporting Specialist.
  - Perform any other ad-hoc duties as required.
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### **Professional Skills and Experience**

- Sufficient experience performing similar duties in an auction house or internationally recognized gallery or museum.

- Language skills in both Chinese and English.
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## **Education and Training**

- Bachelor's degree in Art History or related field, required.
  - Master's degree in Art History or related field, preferred.
  - Sufficient experience performing similar duties in an auction house or internationally recognized gallery or museum.
  - Language skills in both Chinese and English.
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## **Personal Attributes**

- Ability to communicate in a professional manner with a wide variety of people including written and verbal communication.
  - Ability to operate with grace under pressure while delivering a high standard of work on tight deadlines.
  - Ability to work professionally and collaboratively with all other areas within the business.
  - Ability to handle confidential information discreetly and responsibly.
  - Proactive with excellent project management and organizational skills.
  - Ability to deal effectively and efficiently with multiple tasks.
  - Proactive with excellent organization skills.
  - Meticulous attention to detail.
  - Knowledge of contemporary art with an ability to write essays for the catalogues.
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## **Working Conditions**

- Weekends and evenings required where necessary.
  - Work is primarily undertaken in our Hong Kong office with frequent visits to our warehouse and other venues as and when required.
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To apply, please email a resume and cover letter to [careersasia@phillips.com](mailto:careersasia@phillips.com).