

Posted 05 January 2026

CASUAL CLIENT SERVICES REPRESENTATIVE

London

Phillips is an international auction house, conducting sales of Contemporary Art, Photographs, Design, Modern & Contemporary Editions, Jewels and Watches. Phillips is currently seeking organised, motivated & visitor focused individuals to fill casual Client Services Representative positions in our Client Services department.

Based in London, the primary focus of the position will be to support our Client Services team in the day-to-day running of the front of house and the provision of the Client Services function on an ad-hoc basis. You will be responsible for representing Phillips and our high values of professionalism and excellence by offering outstanding client service and visitor experience at all times. This role will commence from Mid Feb 2026.

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 the qualifications.

Duties and Responsibilities

- Welcoming Clients, Visitors and Staff into the gallery
- Offering assistance & providing information on current and future worldwide Auctions and Exhibitions
- Assisting Clients, Phillips' Specialists and 30 Berkeley Square tenants with general front desk enquiries
- Undertaking sales room tasks during auctions
- Fielding phone calls and responding to emails
- Processing bids and paddles for auctions
- Assisting the Events department when required, including event research, guest check in & obtaining new client details
- Organising all mailing, courier services, deliveries and taxis
- Ensuring all public areas and meeting rooms are set up to a high standard
- Additional ad hoc duties

Professional Skills and Experience

- A passion for art or the art world
- Have previous experience in delivering outstanding visitor experience

Personal Attributes

- Ability to keep calm while dealing with multiple tasks in extremely high-pressure situations
- Excellent verbal and written communication skills.
- Ability to communicate and act in a professional, discrete, and confidential manner with a wide variety of people and activities.
- Flexible and reliable and will be able to work on own initiative as well as part of a team.
- Strong preference for additional languages, especially French or Italian in addition to the ability to travel in Europe.

Working Conditions

- Work is undertaken within a Gallery and office environment in our Berkeley Square location
- Working hours: As and when required, including evening and weekend work.

To apply, click [Apply Now](#).

Please note that interviews for this role will be held in person from the w/c January 26th. When applying, please specify your availability during this time.