Posted 13 April 2026

PT SEASONAL OPERATIONS ASSISTANT

New York

To assist the Operations department at the 432 Park Avenue Gallery with exhibitions, auctions, and events, and assist as needed at the warehouse in Long Island City.

Duties and Responsibilities

- Install – Light spackling and sanding of all gallery and office walls, touch up painted walls, paint and place plinths per curator direction, chase cabling and electrical wires, focus exhibition lighting, move exhibition cases, maintain a clear and risk-free gallery at beginning and end of each day.
- Deinstall - Remove hanging hardware and lot cards from wall. Patch, sand, and touchup walls, remove and wrap plinths, wrap exhibition cases for trucking transport, remove and install gallery vinyl.
- Auction Setup - Move auction furniture from storage to Auction Room and place installation maps and guidelines, lay out chairs, hang TVs and cameras, focus lighting, patch and touchup, put away ladders and carts, bring catalogues to registration desk, distribute water bottles and glasses to phone bank, chase cabling, remove packing material and other debris from gallery.
- Auction Production – Assist in the production of live auctions, operating cameras and other equipment.
- Auction Takedown – Wrap and move auction furniture from Auction Room to storage, remove TVs and cameras, remove vinyl. Return all galleries to default setting: freshly painted, cleared gallery, with even washed lighting.
- Event Install – Assist the Event Technician with installation of furniture, lighting, signage, sound system, AV/IT equipment, and remain on-call throughout event.
- Event Deinstall – Return gallery to default setting or to exhibition setting under the direction of the Event Technician.
- Gallery Maintenance – Assist in maintaining an orderly back of house; managing storage and repairs.

Professional Skills and Experience

- 3 years' experience in an auction house, internationally recognized gallery or museum, required.
- Working knowledge of and experience with various packing methods suitable to a wide range of media, required.
- Working knowledge of and experience with art gallery and event installation methods suitable to a wide range of media, required.
- Audio/Visual skills, preferred.
- Basic electrical skills including wiring, preferred.
- Basic carpentry skills and knowledge of basic power tools, required.
- Basic knowledge of painting and wall repair, required.
- Specific carpentry and wall preparation skill, preferred.

Education and Training

- Fine Arts background, preferred

Personal Attributes

- Ability to work professionally and responsibly with all other areas within the business including an office setting.
- Ability to lift 50–70 pounds
- Punctual and 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.
- Ability to problem solve with a large group and work as a team under direction of a manager.

Working Conditions

- Work is undertaken in our Park Avenue gallery with occasional work in the Long Island City warehouse
- Weekend and evening work, as required.

Additional Info

- The hourly pay range for the role is $20.00-23.00 per hour.

To apply please visit https://phillipsauctioneers.bamboohr.com/careers/518. 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.