

# ADMINISTRATOR

## New York

The Photographs Administrator has responsibility for all administrative duties related to the New York live and online Photographs auctions. The Administrator will act as a liaison on behalf of the Department with internal team members and external contacts to meet all auction deadlines with a focus on supporting the consignment process from start to finish. This position may include working directly with the Worldwide Head to facilitate and schedule internal and external meetings, and work on administrative, financial, or logistical tasks as required.

The Administrator position is an excellent early career opportunity tailored to a candidate with interest in photographs, the auction market, arts administration and/or Business or Project Management.

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

### SALE COORDINATION

- Actively support an experienced Sale Team and high-volume sale.
- Manage, track, and keep up to date an excel-based sale runner housing all critical sale related items.
- Issue consignor contracts, including: requesting and tracking necessary 'KYC' (Know Your Client) documents, liaising with Client Accounting and Legal Department, recording data using internal systems, and updating client accounts.
- Navigate complex financial structures, and exercise fluency in all details of contractual agreements by maintaining a special excel-based deal sheet for each sale.
- Serve as liaison between Phillips' Specialists and their clients as needed to ensure seamless client experience.
- Proactively ensure all sale-related deadlines are met.
- Help oversee the logistics of property intake and movement, working with the Shipping Department, Warehouse staff, Property Control, and Sale Teams to ensure timely arrivals and transfers, while paying close attention to deadlines, and liaising with consignors as necessary.
- Facilitate digital catalogue production with detailed attention to lot order, estimates, symbols, and property titles.
- Assist with exhibition installation, including but not limited to: liaising between shipping and operations regarding property arrivals, preparing and placing lot cards, and coordinating delivery of marketing materials.
- Process purchase orders and track sale expenses, effectively managing sale costs and approvals together with Head of Department and Business Manager, in line with Company policies and approval matrix.
- Work with Client Accounting Department to ensure accurate and seamless post-sale and settlement processes for buyers, consignors, guarantors, and introductory commission recipients, including recording and processing post-sale offers, assisting with buyer shipments and managing return shipments of unsold property.
- Assist with drafting of valuation documents and coordination of proposal production, acting as a liaison between Trusts, Estates and Valuations clients and outside departments as necessary.

### GENERAL

- Work with the Photographs Department on all administrative and office duties.
- Schedule meetings, assist with correspondence, and respond to invitations to maintain an accurate shared calendar.
- Assist and support the Worldwide Head by responding to internal requests and calls, making travel arrangements, and submitting expense reports.
- Provide one-to-one support for the department by fielding department phone calls, answering basic questions in a professional manner and liaising with Phillips Specialists and support departments where necessary.
- Monitor the Photographs Department inbox for general inquiries, responding to clients as necessary.
- Maintain relevant files, corporate documents, databases, and systems in an efficient manner.

- Together with Cataloguer, manage and oversee tasks assigned to the departmental intern.
  - Work on special projects such as presentations, and on specific administrative, financial, logistics tasks as required.
  - Collaborate with individuals within the Sale Team, support departments and other sale administrators globally within the organization, making sure to appropriately escalate and problem solve where necessary.
  - Provide essential companywide support through participation in telephone bidding, bid clerking, conversion board, and other activities for auctions.
  - Perform any other ad-hoc duties as requested.
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## **Professional Skills and Experience**

- Art History or Business background desirable.
  - Bachelor's Degree, Associates Degree in Administration, or equivalent experience required.
  - Computer literate and proficient in Microsoft Office Software (Excel, Outlook, OneDrive, Word, and PowerPoint), DocuSign, Slack, and Zoom required.
  - Proficiency with Social Media Platforms desirable.
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## **Personal Attributes**

- Ability to communicate in a professional manner with a wide variety of people including written and verbal communication.
  - Excellent time management skills with the ability to work under pressure and prioritize to meet deadlines.
  - Ability to work individually on own initiative and as part of a team.
  - Ability to deal effectively and efficiently with multiple tasks while maintaining meticulous attention to detail.
  - Proactive with excellent organization skills.
  - Ability to work professionally and collaboratively with all other areas within the business.
  - Ability to handle confidential information discreetly and responsibly.
  - Ability to learn Phillips' internal programs, systems, and software.
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## **Working Conditions**

- Work is undertaken primarily within an office environment in our 432 Park Avenue New York City location.
  - Flexibility with working hours including some evenings and weekends.
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## **Additional Info**

- The hourly pay range for the role is \$19.23-21.63 per hour.
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Please submit your resume and cover letter to [Careersus@Phillips.com](mailto:Careersus@Phillips.com). Please use the subject header "Administrator". 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.