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ART HANDLER/TRUCK DRIVER

New York

Responsible for handling, packing, collecting, de-installing, delivering, loading and unloading, securing and transporting artwork safely on the Phillips shuttle truck; interfacing with clients and administration of documentation; perform as backup driver on supplemental rented truck or when driver is unavailable. 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.

Duties and Responsibilities

- Proper handling of high value fragile art and objects, using the appropriate methods for de-installing, packing, loading & securing for safe transport
 - Preparation of documentation and paperwork including bills of lading, property receipts, inventory barcode scanning, labeling, and detailed condition reports with accompanying photos
 - Provide superb client service, face-to-face client interaction in their homes or gallery
 - Follow assignments, maintain communication with warehouse and gallery throughout day to complete daily schedule
 - Cautious and safe operation of large straight truck in NYC and Tri-state area
 - Installation and de-installation of artwork
 - Maintain tools, supplies and packing material on the truck
 - Assistance at storage facility on the receipt and release by pulling or putting away property
 - Supervise Art Handlers assigned to the truck
 - Transportation of non-art, such as display cabinets, empty crates, office furniture, file boxes, etc.
 - Communicate with warehouse and gallery throughout the day to successfully complete daily schedule
 - Assist in making assessments concerning the safety of works and taking necessary action to secure artworks
 - May assist in the construction of new or retrofitting previously constructed crates
 - Dispose of packing material and old crates from warehouse and galleries
 - Perform other ad-hoc duties as requested
 - May act as a closer (securing and arming the warehouse) when returning late
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Professional Skills and Experience

- 3+ years' experience as an art handler
 - 3+ years' experience operating commercial vehicles
 - Clean driving record and knowledge of NYC metro and Tri-state area Excellent communication skills, proficient in verbal and written English
 - Thorough knowledge & experience with industry standards for handling, packing & installing works of art/antiques and high-end furniture
 - Ability to efficiently wrap/pack sensitive and valuable artworks/antiques and high-end furniture
 - Capacity to work comfortably on a truck as well as in a customer focused environment (gallery/museum/corporate office/private residence)
 - Ability to work on flexible schedule, occasional evening hours and weekends during inter-company truck transfers
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Education and Training

- Bachelor's degree or equivalent experience
 - Fine Arts background, preferred
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Personal Attributes

- Ability to work professionally and responsibly with all areas within the business
- Ability to lift heavy objects (60-80 pounds) such as crates, pedestals and auction furniture

- Proactive with excellent organizational skills
 - Exceptional Client Service 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
 - Excellent communication skills, proficient in verbal and written English
 - Capacity to work comfortably on a truck as well as in a customer focused environment (gallery/museum/corporate office/private residence)
 - Dependable, consistent and punctual attendance, required
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Working Conditions

- Work is undertaken on the Phillips truck with pickups at client residences, offices, galleries and warehouses, and in our Long Island City warehouse and Park Avenue galleries
 - Requires tri-state travel to transport artworks
 - Weekend and evening work as required
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Additional Info

- The hourly pay range for the role is \$25.00-\$29.81 per hour.
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To apply please visit: <https://phillipsauctioneers.bamboohr.com/careers/444>. 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.