Posted 09 August 2026

CATALOGUER

Hong Kong

Responsible for cataloguing modern & contemporary art – especially for Hong Kong Live & Online Sales – as well as assisting with catalogue design and production. Responsibilities include researching, writing essays, creating condition reports, and translating from English to Chinese (and vice-versa).

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

The list of duties, although not exhaustive, is listed below:

- Alongside and under the direction of Hong Kong Head of Auctions and Specialist to provide end-to-end process including: research, cataloguing, essay writing, pricing, proposals, photography & image process, marketing strategy through to execution of the sale to ensure the highest level of quality.
- Handle the Property at the warehouse and de-frame works as necessary.
- Reach out to specialists and artist representatives (galleries/studios/foundations/estates) and handle the expertise process as per internal guidelines including reaching out to specialists and artist representatives (galleries/studios/foundations/estates) for confirmation of cataloguing and authenticity.
- Prepare property for property review meetings with respective specialists and supporting Specialists to determine value, condition and marketability, and amend cataloguing to state changes, as well as ensuring smooth material delivery in all aspects as assigned by Hong Kong Head of Auctions and Specialist.
- Collaborate with the specialist and department to facilitate the smooth execution of exhibitions/previews.
- Coordinate with the Shipping department to facilitate post-sales delivery and ensure a seamless logistics process.
- Maintain department files, excel files and internal databases.
- Work closely with the sale team to select and compile historically relevant art and commercial comparative images for illustration in the catalogue, proposals and other material as appropriate and complete any activities required for the Modern & Contemporary Art Online Viewing Room.
- Perform any other ad-hoc duties as requested.

Professional Skills and Experience

- Ability to work independently or as part of a team
- Ability to operate under high 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
- Excellent communication and interpersonal skills, including superior written and spoken communication

---

Education and Training

- Bachelor’s degree in Art History or related field, preferred.
- Open to candidates with strong writing backgrounds (journalism, researchers, translators, media, PR, etc.)
- Fluent English, Cantonese and Mandarin (spoken and written)
- Internship or work experience within the same / similar industry is desirable

---

Working Conditions

- Weekends and evenings required where necessary.
- Travel required where necessary.

Additional Info

Interested parties please apply and send your Full resume with expected salary to us by clicking "Apply Now".
