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CATALOGUER, MODERN & CONTEMPORARY ART, NEW YORK

New York

Acting as Cataloguer in the Modern and Contemporary Art Department in New York, this position will be responsible for assisting the Head of Sale with coordinating sales, valuations, cataloguing and researching property.

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

- Catalogue property for auction, valuation, and private sale using auction standards.
 - Research and write catalogue notes and other marketing material where appropriate.
 - Research property including authenticity, bibliography, provenance and exhibition history for auction, valuation, and private sale using libraries, online databases, the internet and outside experts.
 - Proof and complete all research for cataloguing using auction standards and review with Head of Sale and/or Associate Specialists.
 - Research and provide all relevant information using auction standards for use in marketing material, valuations and proposals.
 - Prepare property for in-person property review meetings with Head of Sale and Associate Specialists to determine value, condition and marketability, and amend cataloguing as necessary.
 - Prepare condition reports and review with Head of Sale and Associate Specialists where appropriate.
 - Assist with catalogue print and digital production and layout, including photography coordination and copyright clearance for comparative images.
 - Send cataloguing and provenance confirmation emails to specialists.
 - Liaise with galleries, foundations, estates, artist's studios, etc. on expertise.
 - Collaborate with other Cataloguers and assist as needed to support the other Modern and Contemporary Art Sales.
 - Contribute to pricing sessions, working collaboratively with specialist colleagues. Compile relevant auction comparables for pricing meetings when needed.
 - Attend local and regional events including gallery openings, museum events and art fairs and cultivate networks among collectors, dealers, curators and others.
 - Assist clients via e-mail, telephone and on-site.
 - Discuss artworks with specialists, other staff and clients.
 - Other duties as assigned by Manager.
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Professional Skills and Experience

- Ability to work professionally and collaboratively with others within the business.
- Ability to handle confidential information discreetly and responsibly.
- Proactive with the strong ability to multi-task and prioritize workflow
- Meticulous attention to detail.
- In depth academic and relevant market knowledge of Modern and Contemporary Art.
- Ability to communicate eloquently and professionally with a wide variety of audiences using both verbal and written communication.
- Excellent scholarly writing skills.

- Excellent client-service and presentation skills including confidence, tact and diplomacy.
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Education and Training

- Bachelor's Degree in the relevant art category, required.
 - Master's Degree or 2+ years or experience performing similar duties in an auction house, gallery or museum, preferred.
 - All Language skills in addition to English, preferred.
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Working Conditions

- Work is primarily undertaken in our 950 3rd Avenue office with frequent visits to our 432 Park Avenue Gallery and Long Island City warehouse.
 - Ability to work evenings and weekends as necessary.
 - Some travel may be required.
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Additional Info

- The hourly pay range for this role is \$24.04-\$26.44 per hour.
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To apply please visit: <https://phillipsauctioneers.bamboohr.com/careers/521>. 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.