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CATALOGUER, DESIGN (12 MONTH MAT COVER FTC)

London

Research and catalogue all works consigned to the Design sales in order to provide correct cataloguing and relevant academic essays for the sale catalogues.

Duties and Responsibilities

Support the **Senior Cataloguer (SC)** with

- Cataloguing and handling all Property on arrival at the warehouse (measurements, date, signature, labels) and input into internal systems according to style guide
 - Source provenance, exhibition history and literature and input into internal systems
 - Co-ordinate all academic research for the Design Sales
 - Writing essays for the Design Sales
 - Reach out to specialists and artist representatives (galleries/studios/foundations/estates/) for confirmation of cataloguing and authentication
 - Sourcing comparative images and quotes for confirmed works and obtain copyright permission from Copyright Manager or external owners
 - Proofing all cataloguing, essays and additional images and captions for the sale catalogues and ensure the department style guide is adhered to
 - In collaboration with the Shipping department, collate relevant materials and write letters to relevant external authorities to ensure works are shipped to the UK under the appropriate tariff codes and keep track of applications progress
 - Creating detailed 'Sales Packs' using market research for all sales where relevant
 - Ensuring that copies of certificates of authenticity are kept on file and released appropriately after the sale
 - Sourcing remote cataloguing for all late arrivals
 - Writing saleroom condition reports in internal systems
 - Proof gallery guides and lot cards
 - Assisting specialists with research for potential consignments and as needed for business-getting initiatives (proposals, appraisals)
 - Support specialists and department during the exhibition/previews prior to auctions
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Professional Skills and Experience

- Excellent essay / academic writing skills
 - Excellent organisation and time management skills
 - Strong attention to detail alongside an exceptional level of accuracy
 - Ability to communicate in a professional manner with a wide variety of people including superior written communication.
 - Ability to prioritise effectively and adjust with change
 - Ability to work to strict deadlines and in high pressure situations
 - Ability to work individually on own initiative and as part of a team
 - Ability to follow relevant processes for obtaining relevant permissions / payments relating to the property
 - Ability to learn Phillips' internal processes and systems
 - Computer literate
 - Minimum of two years professional experience within the same industry is essential
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Education and Training

- Proven interest and an understanding of the department subject matter is essential
 - Bachelor's Degree in History of art or a related field essential
 - Fluent English (spoken and written language) essential
 - Additional languages desirable
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Working Conditions

- Work is undertaken within an office environment with frequent travel to the warehouse
 - Occasional travel to libraries required
 - Ability to work a flexible schedule that may include evening and weekend assignments
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To apply please visit <https://phillipsauctioneers.bamboohr.com/careers/540>. 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. To apply, please email a resume and cover letter to careers@phillips.com.