

SALE COORDINATOR, MODERN & CONTEMPORARY ART, LONDON

London

As a Sale Coordinator you are responsible for coordination of the lifecycle of property throughout the sale process, from arrival through to sale. As part of the Modern & Contemporary Art team, the Sale Coordinator will collaborate across teams globally to ensure the critical object and sale related components are delivered.

This dynamic role is ideal for a candidate who thrives in a fast-paced environment, enjoys multi-tasking and working within the Specialist Department, coordinating activity leading up to the sales. Phillips values a workforce with a wide variety of experiences, backgrounds and skills and we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

- With cataloguers, arrange for property to be authenticated; where necessary, in line with various committee deadlines; Ensure costs are tracked via Purchase Orders on the sale runner and consignment tab; Ensure these movements align with the overall Production schedule of objects for sale.
- Coordinate the movement of property with shipping coordinators and other sale department staff for third-party services (such as restorers, external experts, authentication committees, photographers); Ensure costs are tracked via Purchase Orders on the sale runner and consignment tab; Ensure these movements align with the overall Production schedule of objects for sale.
- Work closely with and support the Administrators, Seller's Services.
- Book shipments as instructed by the Shipping Team and ensure property is arriving in a timely manner.
- Partner with Marketing to ensure the delivery of all consignment related marketing promises, including for media campaigns, events, tours, etc.
- Manage the Tours schedule; Coordinate with colleagues in Operations locally and Internationally on space; Coordinate with Shipping to organize movement of property between sites; coordinate with Business Managers for approvals and budget.
- Project Manage the Publishing workflow from cataloguing through to website publish; including:
 - o Working in partnership with the Digital Production team to ensure a streamlined website publishing process
 - o Lotting up the sale and working with Digital Production teams when re-lotting, no-lotting needs to occur
 - o Ensuring all lots are displaying the correct lot symbols
- Project manage the Image Photography and Editing workflow on behalf of the sale department. This includes:
 - o Ensuring the warehouse is aware of object arrival and is ready to photograph upon arrival
 - o Ensuring photographers are clear on Magic vs Logic lots and have photo direction for Magic lots (And Logic lots when necessary)
 - o Ensuring Videographers are clear which lots will be video'd
 - o Tracking the sale dashboard and ensuring images are reviewed and approved by the sale team for publishing
- Manage departmental inventory alongside the Commercial office & Operations; tracking inventory, escalating to Heads of Sale & specialists to ensure disputes related to inventory are resolved and items that may be reoffered are placed in the next appropriate sale.
- Coordinate damage and insurance claims on behalf of the sales team, including restorers, finance and operations, to track objects through the process. For insurance liaise with Logistics Manager.
- Act as primary point of contact for Operations teams to manage the gallery install prior to sale, including but not limited to:
 - o Coordinating & Installing Lot Cards
 - o Managing all consignment related promises related to sale view
 - o Act as a general point of contact for all other colleagues, as it relates to managing various elements around the sale view (Install Photography, Press views, Interviews, etc)

- Tracking condition report readiness and ensuring these are complete prior to sale publish; Getting condition reports published Online; Sending condition reports to clients & colleagues, upon request; tracking condition report requests.
 - Manage the return of RTOs
 - Provide companywide support through participation in telephone bidding, bid clerking, conversion board, and other activities for auctions.
 - Support the Head of Valuations & Senior Valuations Assistant to maintain and track a comprehensive pipeline of active Valuation projects, ensuring accurate records and timely completion.
 - Prepare Valuation contracts and supporting documentation, ensuring compliance with USPAP standards and collaborating with Legal on complex and bespoke cases.
 - Perform other ad-hoc duties as requested.
-

Professional Skills and Experience

- Strong computer literacy and proficiency in Microsoft Office (Excel, Outlook, Word and PowerPoint), required.
-

Education and Training

- Minimum education requirement of A-level or equivalent. We will consider applicants of all levels of education for the role.
 - Languages can be desirable.
-

Personal Attributes

- Excellent time management, organization and prioritization skills with the ability to approach multiple tasks effectively and efficiently.
 - Self-motivated, enthusiastic, and able to work both independently and as part of a team.
 - Ability to work under pressure and meet strict deadlines to execute a high-volume sale.
 - Client-centric mindset with exceptional communication skills used in a professional manner across a wide variety of people (both internal and external) in both written and verbal communication.
 - A nimble problem solver with an entrepreneurial spirit.
 - Meticulous attention to detail.
 - Ability to handle confidential information discreetly and responsibly.
 - Ability to learn Phillips' internal programs, systems and software.
-

Working Conditions

- Work is undertaken within an office environment in our Berkeley Square location.
 - Additional working hours including some evenings and weekends as needed.
-

To apply please visit: <https://phillipsauctioneers.bamboohr.com/careers/543> 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.

