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SPECIALIST, MODERN AND CONTEMPORARY ART

Hong Kong

The Specialist, Modern and Contemporary Art will be responsible for driving and facilitating top-tier business for the Modern and Contemporary Art (MCA) team. Business getting will primarily focus on the Hong Kong MCA department and also for other sales centers as determined by the type of property targeted for each region. The Specialist is also responsible for selling local sales by developing a network of collectors and dealers, and assisting with selling auctions worldwide. The Specialist will also apply their knowledge and experience to serve as a mentor to junior colleagues and also drive and support best practices within all aspects of the valuations, proposals, pricing and sale processes.

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

- Evaluate property for potential inclusion in sales, collaborating with specialists and cross-functional teams to set estimates and sales terms that maximize connoisseurship and profitability.
- Maintain comprehensive knowledge of financial arrangements for consignments, including guarantee structures, working closely with the Head of Department and senior stakeholders.
- Curate and structure sale content to effectively present works to the art market.
- Oversee the production of sale catalogues in collaboration with the Cataloguer, including cataloguing, condition checks, scholarly content, layout, and approvals.
- Execute and manage pre-sale exhibition layouts in partnership with Operations and Art Handling teams to ensure a high standard of presentation.
- Drive pre-sale activities through client engagement, targeted meetings, and collaboration with colleagues to develop tailored sales strategies.
- Liaise with Client Development and specialists to identify buyers and develop detailed selling strategies for individual lots.
- Review and approve pre-sale marketing materials and coordinate with Marketing and PR on exhibitions, events, and promotional initiatives.
- Generate business by securing consignments, preparing valuation proposals, and building strong relationships with collectors, dealers, and industry stakeholders.
- Conduct post-sale analysis, support future sales planning, and provide leadership, coaching, and supervision to junior team members.

Departmental P&L Cost Management

- Work with Senior MCA Management Team (Chairman, Asia and Head of Modern & Contemporary Art, Asia) and Business Manager, Finance to set and understand the Modern & Contemporary Art department budget, in coordination with department management team and empower sale teams to manage within these budget goals.
- Use authority as Head of Auctions to leverage cost decisions related to all Modern & Contemporary Art sales (Catalogues, Travel, Marketing, Other), in line with budget.
- Provide day to day guidance to manage sign-offs, escalation processes, cost control and reporting requirements in conjunction with Finance.
- Discuss unconventional sale-terms with Senior MCA Management and Business Manager, Finance where appropriate, and maintain a comprehensive knowledge of financial arrangements for all consignments in the relevant sale. Support strategic deals with Finance and appropriate colleagues to maximize deal margins.

Sales Management

- Positioning each Sales their own personality and characteristics.
- With different composition of the artworks, with different segmentation of auction prices, to attract diverse buyers and sellers.
- Distinguish Phillips' auction from other auctions by using Sales.
- Observing market trends, curating different themes, and continuously innovating auctions.

Departmental Business Getting

- Leverage departmental processes and resources to support and coordinate business-getting strategies at a high-quality and consistent level.
- Drive business getting efforts, from selections for sale to client pitches.
- Partner with each business lead from the beginning of the project, to architect and implement best workflows for the project, including: (1) Determining necessary sequencing with right mix of people involved, including Regional colleagues, Executive team, commercial office, trusts & estates, marketing, (2) Providing central management of planning and resources, e.g. research.

Sale Team Management

- Provide expertise and mentoring for Auction team specialists.
- Act as a resource for support and escalation for issues which relate to the auction process including: research, cataloguing, pricing, proposals, texts, through to the execution of the sale to ensure a high degree of quality and consistency across all lots offered by the department.
- Identify procedural issues/ resource considerations and devise strategies to combat.
- Manage Asia Interest meeting and work with Department Coordinator to encourage accountability and follow up for attendees.
- Represent Modern & Contemporary Art department in meetings with authority to make decisions on key processes.

Professional Skills and Experience

- 8+ years or experience performing similar duties in an auction house or internationally recognized gallery or museum.
- Deep academic and market knowledge of contemporary art with the ability to carry on eloquently in verbal as well as written communications to a wide variety of audiences.
- Established high-end client base.
- Excellent client relations and presentation skills including confidence, tact and diplomacy.
- Candidates with more experience will be considered for a Senior Specialist role

Education and Training

- Bachelor's degree in Art History or related field, required
 - Master's degree in Art History or related field, preferred
 - Fluency in English and Chinese, preferred
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Personal Attributes

- Driven and entrepreneurial with a proven ability to initiate business and track record of success.
 - Ability to work professionally and collaboratively with all other areas within the business.
 - Obtain high standard of integrity and ability to handle confidential information discreetly and responsibly.
 - Proactive with excellent project management and organizational skills.
 - Ability to operate with grace under pressure while delivering excellent work product.
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Working Conditions

- International and domestic travel required.
 - Flexibility for some evening and weekends around the auction calendar as required.
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Additional Info

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