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PROPOSALS WRITER, EUROPE & ASIA

London

Phillips: where the world's curious and bold connect with the art, design, and luxury that inspires them.

As a leading global platform for buying and selling 20th and 21st century works, Phillips offers dedicated expertise in the areas of Modern and Contemporary Art, Design, Photographs, Editions, Watches, and Jewels. Auctions and exhibitions are primarily held in New York, London, Geneva, and Hong Kong, with representative offices based throughout Europe, the United States, and Asia. Phillips offers a regular selection of live and online auctions, along with items available for immediate purchase. Phillips also offers a range of services and advice on all aspects of collecting, including private sales and assistance with appraisals, valuations, and financial planning.

ABOUT THE ROLE

Based in our London office, Phillips is seeking a full-time Proposals Writer for Europe and Asia, reporting to the Head of Proposals for Europe and Asia. The role supports the company's business-getting efforts across Europe and Asia, spanning all of Phillips' selling categories. The Proposals department produces highly customised, business-winning pitches for important commercial opportunities from conception through to production and distribution tailored to each client's needs. The Proposals Writer will be a strategic thinker, able to synthesise the company's expertise and distinct market positioning while understanding each client's unique requirements from pitch to pitch. Strong writing is required; commercial strategy is essential, as is the ability to treat every project as a narrative and content opportunity. Working closely with Phillips' specialist departments and partnering with global team members, they will execute multiple, competing projects in a fast-paced, deadline-driven environment.

The ideal candidate will be a proactive self-starter who works well independently and takes ownership of their output while collaborating daily with colleagues across time zones. Excellent time-management skills working under pressure and prioritising strict, competing deadlines and meticulous attention to detail are essential. The ability to handle confidential information discreetly and responsibly is critical.

Duties and Responsibilities

STRATEGY

- Identify requirements and expectations for each pitch and develop a custom proposal.
- Condense the strategic imperative of each pitch and situation into a clear and compelling proposition.
- Translate specialists' expertise and a client's motivations into a persuasive narrative that drives a consignment decision.
- Position each pitch competitively, differentiating Phillips through brand distinction.

CONTENT

- Write and edit all client-facing proposal copy to a publication standard, adapting register to the client, category, and market.
- Review and proofread colleagues' proposals to high standards.
- Synthesis complex information, provenance, market data, sale strategy, estimates, into clear, confident prose.
- Maintain a consistent brand voice across every document, upholding tone-of-voice and house style.
- Produce supporting content as required, from market context and comparable results to bespoke narrative sections.

CREATIVE & PRODUCTION

- Work collaboratively with graphic designers to ensure visual treatment of each proposal is conveyed, making sure content and visuals work as one.
- Brief and collaborate with freelance and in-house creatives, designers, photographers, videographers, editors, to deliver assets on time and on concept.

- Oversee end-to-end production of pitch materials across print, digital, and video formats.
- Act as final quality control on outgoing proposals, reviewing for accuracy and consistency.

STAKEHOLDER MANAGEMENT

- Confidently engage with specialists and senior leadership to shape pitch strategy and align on messaging.
- Manage multiple concurrent proposals under tight and often overlapping deadlines, prioritising by commercial value and urgency.
- Coordinate across departments, marketing, press, digital, to gather input and secure sign-off.
- Prepare and assist during pitch rehearsals with specialists.

TOOLS & PROCESS

- Build and maintain templates, guidelines, and reusable content that raise quality and speed across the team.
- Maintain and adhere to a production schedule ensuring deadlines are met.
- Collate archive of content, images, and other assets onto proposals libraries.
- Integrate AI and automation tools into ideation and production workflows to improve output and turnaround.
- Track pitch outcomes and refine approach based on win rates and client feedback.

Professional Skills and Experience

SKILLS

A demonstrated ability to write and conceptualise original, persuasive content under tight deadlines is key, as is mastery of English grammar with a strong command of both British and American spelling and the ability to use either as the audience requires. Superior written and verbal communication, with fluency in written and spoken English is needed; additional languages, particularly Chinese, are desirable. Strong, professional interpersonal skills are essential, with the ability to engage a wide variety of stakeholders.

Proficiency in Adobe Creative Suite and Microsoft Office, alongside excellent IT skills. Knowledge of AI tools for visual or content exploration is also helpful.

EXPERIENCE

Significant experience in proposal writing, commercial pitching, or content strategy is required. We also welcome candidates from adjacent disciplines, such as copywriters from advertising, marketing, or agency backgrounds, where the craft of persuasive, deadline-driven writing and commercial storytelling is directly transferable.

Working Conditions

- Based in our London office in Berkeley Square, with hybrid working available.
- Flexibility with working hours, including some evenings and weekends when business needs require.

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.

Additional Info

We are committed to creating an inclusive workplace where everyone feels valued, respected, and empowered to succeed. We welcome applications from all suitably qualified candidates, regardless of age, disability, gender identity, marriage or

civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or socio-economic background. We believe that a diverse workforce brings different perspectives, drives innovation, and strengthens our organisation. If you require any reasonable adjustments during the recruitment process, please let us know and we will be happy to support you.

Application Information

Due to the anticipated high volume of applications, we reserve the right to close this vacancy earlier than the advertised closing date. We encourage interested candidates to submit their application as soon as possible to avoid disappointment. If you do not hear from us within two (2) weeks of the closing date, please assume that your application has not been successful on this occasion.

To apply, please email a resume and cover letter to careers@phillips.com.