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ASSOCIATE SPECIALIST, MODERN & CONTEMPORARY ART, NY

New York

The Associate Specialist in the Modern and Contemporary Art Department in New York will be responsible for supporting Heads of Sale and Specialists with overseeing and managing Core sales through valuations, cataloguing and research. In addition, the role will involve working with Specialists to bring in business and cultivating new long-term business relationships with private and trade buyers, sellers and institutions. The Associate Specialist will also act as Head of Sale at least once a year, as needed. 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

CATALOGUING & RESEARCH

- Alongside department cataloguers, assist with cataloging & researching property for Modern & Contemporary Art Core sales using auction standards.
- Prepare enhanced lot content and other marketing material where appropriate.
- Proof all cataloguing using auction standards and review with Head of Sale as needed.
- Visit warehouse alongside department cataloguers, overseeing & performing cataloguing; and organizing property review meetings with Head of Sale and Senior Specialists to assess value, condition and marketability, and amend cataloguing as needed.
- Prepare & approve condition reports, reviewing with Head of Sale where appropriate.

VALUATIONS

- Coordinate and act as a key contact for relevant departments during the production of marketing material, valuations and proposals for Modern & Contemporary Art Core sales.
- Perform initial valuations and contribute to pricing sessions for potential inclusion in Modern and Contemporary Art sales, working collaboratively with Specialists to set estimates and sales terms for works to be offered in order to realize auctions with high levels of connoisseurship and profitability. Compile relevant auction comparables for pricing meetings when needed.
- Prepare marketing proposals as needed, in collaboration with and review by Head of Sale
- In collaboration with Business Intelligence, take primary responsibility for the retention and tracking of all pricing relevant to the sale in order to build institutional knowledge and a repository of objects to continue chasing property for consignment, maintaining up to date Pending Lists

SALE MANAGEMENT

- Approve all images & object videos for Core sale lots, in collaboration with Sale Manager
- Organize lot layout for Modern & Contemporary Art Core sales, in collaboration with Head of Sale
- Work with Sale Manager on exhibition layout and liaise with departments including Operations and Marketing to ensure the highest caliber of presentation
- Head at least one sale per year, taking on all Head of Sale responsibilities including, but not limited to:
  - Price & allocate works to MCA sales in collaboration with other Specialists
  - Review and approve all cataloguing including research & condition reports, as put together by the cataloguer(s) for sale
  - Approve all images & object videos
  - Organize lot layout
  - Manage sale outreach with Client Strategy, including reaching out to or assigning inbound interest from no-PC clients
  - Work with Client Strategy to identify leads & reach out to Specialists to target buyers for all lots

BUSINESS GETTING

- Manage & source consignments from the MCA Consignment Inbox, in conjunction with the assigned coordinators of the inbox
- Build and actively manage a book of clients to source consignments for all Modern and Contemporary Art sales.
- Identify new buyers and contribute bids to Modern and Contemporary Art sales worldwide
- Participate actively in all presale exhibitions, with a focus on face-to-face client contact, to promote and sell the sales.
- Liaise with Client Strategy and fellow Specialists to target buyers for all lots in the Core sales and create further specialized selling plans for the sales where possible.

- Attend local and regional events including gallery openings, museum events and art fairs and cultivate networks among collectors, dealers, curators and others, as needed.

LEADERSHIP & OTHER
- Onboard new cataloguers to the department, as needed.
- Encourage teamwork, collaboration and productivity, always leading by example.
- Other duties as assigned by Manager.

Professional Skills and Experience

- In depth academic and 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 essay / academic writing skills.
- Excellent client-relations and presentation skills including confidence, tact and diplomacy.

Education and Training

- Bachelor's Degree in the relevant art category, required.
- Master's Degree, preferred.
- 3+ years or experience performing similar duties in an auction house or internationally recognized gallery or museum.
- A minimum of 4 years' solid experience working as a cataloguer within an auction house, required.
- Knowledge of additional languages desirable.

Personal Attributes

- Driven self-starter with a proven ability to initiate and gain business.
- Ability to work professionally and collaboratively with all other areas within the business.
- Ability to handle confidential information discreetly and responsibly.
- Proactive with excellent time management and organisation skills.
- Ability to multi-task and prioritise.
- Meticulous attention to detail.
- Ability to remain calm under pressure while delivering a high standard of work on tight deadlines.

Working Conditions

- Work is undertaken within an office environment with frequent travel to the warehouse.
- Ability to work evenings and weekends as necessary.
- Some travel may be required.

Additional Info

- The annual salary range for this position is $60,000-70,000.

To apply please visit:https://phillipsauctioneers.bamboohr.com/careers/568. 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.