Posted 22 September 2026

GALLERY ART HANDLER

New York

Perform art handler and operational duties for installations, exhibitions, auctions and private viewings at the Park Avenue Gallery. This position serves as the primary onsite contact for Private Sale / Exhibition department. 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 the qualifications.

Duties and Responsibilities

- Perform exhibition installations at Park Ave including unloading, unpacking, labeling and storage of packing material, inspection of property, installation, viewings, deinstallation, packing, scanning, and loading out.
- Prepare private viewings for Specialist and Private Sales departments at Park Ave, including overall presentation – display needs, unpacking, repacking, installation, lighting, patch and paint, furniture.
- Maintain tool carts and supplies for art installations
- Act as secondary coverage for Lead Art Handler in providing oversight during installs.
- Primary onsite contact for Private Sales Dept for storing and installing works at Park Avenue.
- Assist with exhibition layout planning of the exhibit including consulting with curator, operating the “Exhibita” computer application, and posting screenshots.
- Provide direction to freelance art handlers, including assisting with training.
- Assist with maintaining inventory of displays such as plinths, pedestals, cases
- Assist implementing best practices and risk management of art handling at Park Avenue.
- Operation of the truck freight, assist with coordination of the loading process, and request adhoc freight reservations with building management
- Install and adjust gallery lighting for exhibitions, auctions and private viewings.
- Installation of lot cards and signage
- Perform viewing attendant responsibilities during exhibition previews.
- Assist with onsite photo and video shoots of artwork.
- Work with conservators and framers at Park Avenue when required.
- Patch and paint as needed during the installation process.
- Assist Property Control with receiving and releasing including packing, paperwork, scanning, client interaction.
- Assist with Watch and Jewelry exhibition setups and de-installs.
- Availability to work on off-hours projects in the gallery (early mornings, late night, weekends)
- Assist with auction setups including auction furniture, lighting, AV and art install
- Work at auctions as an Audio-Video technician – camera tech, video switcher, and content display.
- Perform tasks as directed by manager.

Professional Skills and Experience

- 1 year experience in an auction house, gallery, or museum, required.
- Working knowledge of and experience with:
  - Art handling and installation.
  - Various packing methods suitable for a wide range of media, preferred.
  - MS Office Suite/Outlook.
  - Gallery lighting
  - Audio-Video

Education and Training

- Bachelor of Arts or equivalent experience.
- Fine Arts background, preferred.

Personal Attributes

- Able to handle delicate and fragile artworks, required.
- Ability to work professionally and responsibly with clients, external shippers, and all areas within the business.
- Supervise others to complete tasks.
- Ability to lift heavy objects such as crates, pedestals, and auction furniture.
- Proactive with excellent organizational skills.
- High degree of time and resource management skills with the ability to work under pressure and prioritize to meet strict deadlines.
- Ability to deal effectively and efficiently with multiple tasks.
- Dependable, consistent, and punctual attendance, required.
- Flexibility to meet the demands of the business.
- Ability managing employees and conflict resolution.

Working Conditions

- Work is undertaken in our Park Avenue galleries.
- May require local travel between gallery, warehouse, and conservators.
- Early morning, evening and weekend work as required.
- Long hours required during peak auction season.

Additional Info

- The hourly pay for the role is $30.00 per hour.

To apply please visit:https://phillipsauctioneers.bamboohr.com/careers/577. 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.