

PHILLIPS

JOB DESCRIPTION

JOB TITLE: ASSOCIATE SPECIALIST	DEPARTMENT: PHOTOGRAPHS
REPORTS TO: HEAD OF PHOTOGRAPHS, LONDON	LOCATION: LONDON
POSITION TYPE: FULL-TIME, PERMANENT	EFFECTIVE DATE: SEPT 2021

PRIMARY FUNCTION

Acting as Associate Specialist in the Photographs Department in London, this position will be primarily responsible for business getting and selling for London Photographs sales. The position is tailored to a candidate with strong interest in photographs, the auction market and arts administration. The successful candidate will be encouraged to expand their knowledge of the medium through research, attendance of gallery openings, art fairs, and museum exhibitions.

The successful candidate will be able to proactively prioritize conflicting needs under deadline pressure, handle confidential matters with discretion, and maintain a high level of client service in all verbal and written communications.

DUTIES AND RESPONSIBILITIES

- Meet individual business-getting target as allocated by the Department
- Evaluate property for potential inclusion in Photographs sales, working with specialists to calibrate estimates and sales terms in order to realise auctions with high levels of connoisseurship and profitability
- Assist with major collection valuations and proposals for consignments, working with senior members of the team to position Phillips as a premier platform for selling photographs
- Support the Photographs team in meeting sale deadlines by researching property, writing scholarly essays and other texts, assisting with compiling digital assets and proof reading
- Collaboratively sell the Photographs sales, working with Client Development and specialist colleagues to target buyers and to create and execute specialised selling plans where relevant
- Support the team in editing and creation of departmental marketing and advertising campaigns, including video, digital content and social network
- Participate actively in pre-sale exhibitions with a focus on face-to-face client contact to promote and sell the sales
- Cultivate networks among collectors, dealers, advisors and other experts in the photographs market in order to develop business relationships that lead to commercial transactions
- Conduct insurance valuations
- Assist as needed with viewing property, cataloguing, and condition reports
- Attend local and regional events, including exhibition openings and art fairs to represent Phillips, acquire primary pricing intelligence and maintain best-in-class knowledge of the photographs market
- Telephone bid in Photographs sales and sales for other departments
- Respond promptly to all client communication with accurate, complete information
- Service to provide support with cataloguing, condition reports, research, writing essays/notes and proofing
- Perform any other ad-hoc duties as requested

This position description is not intended to be an exhaustive list of duties, but it aims to highlight the typical responsibilities of the position. It may be reviewed at any time. The position holder may be requested to undertake other duties commensurate with the general level of the position.

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SKILLS AND EXPERIENCE

- Deep academic and market knowledge of post 1940s photographic art with the ability to present eloquently in verbal as well as written communications to a wide variety of audiences
- Established client base
- Driven self-starter with a proven ability to initiate business and track record of success
- Excellent client-relations and presentation skills including confidence, tact and diplomacy
- Ability to work professionally and collaboratively with all other colleagues in the business
- Demonstrate high standard of integrity and ability to handle confidential information discreetly and responsibly
- Ability to operate with grace under pressure while delivering excellent work product

WORKING CONDITIONS

- Based in Berkeley Square, London
- Flexibility to undertake additional hours on evenings and weekends, during catalogue deadlines as well as pre-sale exhibitions and sales, being essential

EDUCATION, TRAINING AND EXPERIENCE

- Bachelor's Degree in a related field, required
- Master's Degree in a related field, preferred
- Experience gained performing similar duties in an auction house or internationally recognised gallery or museum
- Language skills in addition to English, preferred

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