

## **Position: Junior Specialist**

### **Job Description**

- Research property including authenticity, bibliography, provenance and exhibition history
- Catalogue property for public and private sales
- Prepare property for hilling sessions (meetings to determine value, condition and marketability of property) and amend catalogue sheets after hilling sessions
- Assist clients in galleries during sale week
- Maintain dept library and research material
- Assist with catalogue production and layout
- Serve as primary liaison with outside experts
- Assist with public inquiries on potential property for sale including telephone calls, front counter appointments and photo inquiries
- Assist with gallery/viewing layout and setup
- Other duties as assigned by Manager.

### **Requirements**

- Bachelor's degree in Art History or Decorative Arts or equivalent
- Minimum of 2 years work experience in the Arts
- Excellent communications skills in English & Mandarin
- Excellent interpersonal skills
- Strong organizational skills

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Interested candidates please email your resume stating present & expected salary and date of availability to the following:

[HumanResourcesAsia@christies.com](mailto:HumanResourcesAsia@christies.com)

Only short-listed candidates will be notified.

Personal data collected will be used for recruitment-related purpose only.