

JOB DESCRIPTION

Job Title:	Junior Specialist
Department:	Print Department, Auction Division
Reports to:	Specialist Head of Department, Tudor Davies

PRIMARY FUNCTION/POSITION SUMMARY:

The Junior Specialist position contributes to the production of all auction catalogues involving offering prints in Christie's sales throughout the year. Please note this is a high-volume department with multiple sales (and deadlines) with a constantly evolving workload. As such, Junior Specialist should expect to spend significant time working in the warehouse with the material, learning the fundamentals of cataloguing, conditioning, and handling and interacting with other specialists and departments.

Responsibilities include processing consigned works of art for sale, including research and catalogue entry writing and proofing; coordination of photography, and varying duties as dictated by department size and frequency of sales. An important part of the role will be to organise property for presentation in hilling (review and pricing) sessions to be held with other specialists in the department.

ESSENTIAL JOB FUNCTIONS (Duties include but are not limited to the following):

- Research property for cataloguing using catalogue raisonnés, on-line databases, intranet and internet resources, departmental library resources (monographs and past auction/dealer catalogues) and outside experts (such as curators, dealers, publishers, etc.).
- Catalogue property, including condition, for public and private sales using methods listed above in complete and proofed Christie's format
- Prepare property for hilling sessions (meetings to determine value, condition and marketability of property); and amend manuscript sheets after hilling sessions. Where time pressure dictates, alert issues which will impact on salability of property to a senior specialist colleagues
- Assist with catalogue production with a particular emphasis on organising and checking photography and liaising with art handlers and the digital bureau on photography process (maintain sale images in media library, monitor progress, liaise with photo studio on missing images, work within deadline constraints).
- Assist in proofing all cataloguing with specialists before submitting final proof to Catalogue Production.
- Prepare condition reports in the system and forward to clients upon request.
- Coordinate temp framing, matting, shrink-wrapping and restoration.
- Assist clients in galleries during preview weekend and sale week.
- Participate in Telephone Bidding with clients during the auction.
- Maintain department library and research materials.
- Liaise with outside experts
- Other duties as assigned by Manager.

NON-ESSENTIAL JOB FUNCTIONS (Duties include but are not limited to the following):

- Support colleagues when necessary by greeting or visiting clients on-site and off-site to support appraisal, consignment and sale efforts.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in the fine or decorative art category preferred, or equivalent work experience. Master's degree preferred.

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- Minimum 2 years paid experience in the Arts.
- Knowledge of E-mail, Spreadsheet, Word Processing and Presentation software (Microsoft Office preferred).
- Ability to learn Christie's systems including Siebel, Property System, intranet, and website.
- Rigorous attention to detail.
- Demonstrated ability to multi-task and prioritize.
- Ability to remain calm in stressful situations.
- Excellent communication and interpersonal skills, including superior written and spoken communication.
- Strong client service skills.
- Proven ability to follow-up.
- Strong typing skills.

WORKING CONDITIONS:

- Work is performed primarily in an office setting, but may include local off-site visits to various client settings (private, corporate and institution.).
- Noise level in the work environment is moderate; will vary for external locations.

PHYSICAL REQUIREMENTS:

- Required to handle, inspect and/or take photographs of works of art for appraisal and consignment (up to # of lbs of lifting)
- Required to create written or recorded descriptions of inspected items
- Required to attend events, exhibitions, art fairs locally, domestically and internationally

TOOLS & EQUIPMENT USED

Basic office equipment including personal computer, copy machine, fax machine, scanner, office supplies;

To Apply:

Please submit a resume & cover letter to careers@christies.com and indicate **Junior Specialist, Prints** in the subject line.