

Posted 06 July 2024

TECHNICIAN

London

The Technician will work closely with Warehouse Managers to safely receive in, handle, condition report, install / de-install, warehouse, pack, and stage Phillips' property in line with the sales, exhibitions, and events schedule. This position will be mainly based at the Phillips warehouse; however, the role will also require working from our London gallery in Berkeley Square for some Sale Installations, Auction setups, Deinstallation and show changes.

Work week will be scheduled by the Warehouse Technical Manager.

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

- Receive in property and safely stage in the Property Control Area.
 - Unpacking / uncrating.
 - Condition reporting and adding property to the inventory.
 - Staging property in the Cataloguing Area, ready for Cataloguers to process.
 - Assisting Cataloguers where necessary to safely handle all artwork.
 - Assisting Cataloguers with technical aspects of restoration, framing, display preparation.
 - Regular warehousing and condensing storage areas for optimal efficiency.
 - Working with the Warehouse Technical Manager to ensure lots are shot.
 - Assist with the installation of all property in the photo-studios and maintain a high standard of cleanliness with a full clean up happening after each shoot.
 - Working directly with the Warehouse Managers to ensure pack-up and transfer of lots to our London gallery is completed safely and to deadline.
 - Ensuring all works are safely packed and accurately labelled before transferring.
 - Assisting the Property Control Manager to organize highlights and tours.
 - Assisting the Specialist Department with Layout using the 3D model if applicable.
 - Work alongside the Gallery Technicians to Install the sale at BSQ.
 - Work alongside the Gallery Technicians to set up the Auction.
 - Work alongside the Gallery Technicians to de-install, unframe and safely pack up the sale for transfer to post sale storage provider.
 - Work with the Gallery Registrar and Property Control Team to ensure all lots are accurately labelled.
 - Maintain a clean and safe working environment.
 - Ensure the efficient use of all packing materials and supplies.
 - Work in a safe and professional manor in line with Phillips' Health and Safety policy.
 - Other tasks as directed.
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Professional Skills and Experience

- Broad knowledge and experience of fine art handling/packing/transport/logistics.
 - Experience of fine art logistics/transportation/warehousing practices and processes.
 - Experience working in a warehouse/gallery/auction house environment preferred.
 - Experience working around photographic equipment.
 - Demonstrable knowledge of inventory management.
 - Excellent communication skills and ability to communicate in a professional manner with a wide variety of people.
 - Proficient IT skills including Microsoft Office, as well as an aptitude for learning and troubleshooting Phillips' inventory software.
 - Ability to work under pressure maintaining attention to detail.
 - Flexibility to work at weekends and evenings when required.
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Education and Training

- Proven experience of handling art in a safe and professional manner is essential
 - IPAF license is desirable.
 - Full UK Driving license is desirable
 - Current Forklift license desirable.
 - PASMA certificate is desirable.
 - First aid certificate is desirable.
 - Willingness to undertake relevant training courses is essential.
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Personal Attributes

The ideal candidate should have at least 2 years of previous experience within a similar role and industry. The candidate must be reliable, have excellent verbal and written communication skills, be able to organize and prioritize their workload as well as the ability to deal effectively and efficiently with multiple tasks. It is essential to be calm under pressure, a good team player and someone who is willing to test their experience of art handling, learning new techniques and safety procedures on the job.

Working Conditions

- Work is primarily undertaken in our auction house warehouse facility in Mitcham (LWH).
 - The job focuses on the processing and handling of large quantities of property pre- and post-sale.
 - Work will also be undertaken at our gallery in Berkley Square and other European galleries and offices.
 - The role will frequently be required to handle and lift works of a heavy weight.
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Additional Info

This position description is not intended to be an exhaustive list of duties but 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.

Interested parties please apply and send your Full resume with expected salary to us by clicking "Apply Now".