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EXECUTIVE ASSISTANT & DEPARTMENT COORDINATOR

New York

In the capacity of Executive Assistant, this position will work directly with the Deputy Chairwoman, Worldwide Head of Photographs, based in New York, with dotted lines to the New York Head of Department and London Head of Department, to coordinate and support a range of administrative, financial, and logistical responsibilities to ensure a smooth running of her office and client transactions on a global basis.

As Department Coordinator, this position will perform a range of activities to support the Specialists in securing consignments, and coordinate sale schedules and marketing across New York, London and Hong Kong Photographs auctions as well as international Photographs exhibitions, to help ensure smooth operation at the highest level.

This role requires a high degree of organization, meticulous attention to detail, proactivity, multi-tasking and discretion. 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

Executive Assistant:

- Act as an extension of the Deputy Chairwoman, Worldwide Head of Photographs' office, serving as liaison between Phillips' top clients to ensure a seamless experience, in addition to working on all administrative and office duties as necessary.
- Make travel arrangements as requested, utilizing the approved travel agency, and adhering to company travel guidelines.
- Submit expense reports, using the standard platform and adhere to the timescales defined by the finance team.
- Coordinate all aspects of Worldwide Head's calendar and communications for external and internal needs, including: scheduling meetings, responding to various requests, calls, and invitations.
- Coordinate regularly with Client Strategy and Business Development to receive targeted client data, and work closely with the Deputy Chairwoman, Worldwide Head of Photographs on client outreach, visit planning, and follow-up.
- Foster and maintain a fluency in Phillips' internal systems.
- Liaise with Sale Administrator and other individuals within the company to manage consignments and ensure a smooth transaction process for clients.
- Assist with sales preparation and client management including registering new client accounts, obtaining, and filing sensitive client identification documents, completing bid registration forms, and supplying sale materials to clients.
- Work on-site at auctions and special events, as required, which will periodically involve evening and weekend working.
- Perform any other ad hoc duties as requested.

Department Coordinator:

- Support business getting with research, creating Selections for Sale documents and overseeing the production of seasonal selling and ULTIMATE-specific brochures.
- Work with Heads of Department to manage rolling sale deadlines.
- Monitor competition calendar continually to flag sales, content, schedule problems, general news.
- Liaise with Operations and Bids to confirm sale dates and ensure auctions do not conflict within the company or with competitors.
- Monitor Phillips public sale calendar for updates, overlaps, corrections and identify opportunities for Photographs to collaborate with other departments during previews and events.
- Photographs point person for the marketing department throughout the sale cycle. Initiate meeting with the marketing team, a month and a half before the sale is live, to describe sale overview, general deadlines, and next steps in coordination with the Specialists for the respective sale.
- Prepare for the initial marketing meeting outlining top lots and potential themes for marketing consideration.
- Brainstorm and maintain a running list of content, story/video ideas.

- Liaise internally for opportunities to highlight top lots in cross departmental exhibitions and global spaces.
 - Manage professional photography of the preview exhibitions and sales, liaising with the marketing team to point out key shots and making selections of images for press and marketing usage.
 - Liaise with Heads of Department to craft Specialist sales pack for live sale.
 - Assist with ad hoc sale support such as general condition report and registration requests in advance of the sale.
 - Provide catalogue production support as needed.
 - Work with press team on post-sale press release, with approval from Worldwide Head and Head of Department.
 - Organize and maintain auction specific marketing folder in the Shared drive with all relevant details from the sale for our departmental records.
 - Update and maintain the departmental page on Phillips.com after each sale for fresh information, accuracy.
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Professional Skills and Experience

- 2+ years of experience within a similar role is desirable.
 - Art History background is preferred.
 - Experience with external client interaction.
 - Computer literate and proficient in Microsoft Office Software (Excel, Outlook, Word and PowerPoint), required.
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Education and Training

- Bachelor's Degree or equivalent work experience, required.
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Personal Attributes

- Ability to communicate in a professional manner with a wide variety of people including superior written and verbal communication.
 - Ability to work to strict deadlines and in high pressure situations.
 - Ability to work individually on own initiative and as part of a team.
 - Excellent time management skills with the ability to work under pressure and priorities to meet strict deadlines.
 - Proactive with excellent organization skills.
 - Strong attention to detail.
 - Ability to prioritize effectively and adjust with change.
 - Ability to work professionally and collaboratively with all other areas within the business.
 - Ability to handle confidential information discreetly and responsibly.
 - Ability to learn Phillips' internal programs, systems and software.
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Working Conditions

- Work is undertaken primarily within an office environment in our New York City location and may include visits to client sites based on business need.
 - Flexibility with working hours, including some evenings and weekends when business needs require.
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Additional Info

- The hourly pay range for the role is \$21.63-26.44 per hour.

To apply please visit: <https://phillipsauctioneers.bamboohr.com/careers/339?source=aWQ9MjM%3D>. 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.