

## **JOB DESCRIPTION**

Position : Specialist

Department : Various Specialist Departments including Chinese Paintings & Jewelry

### **Primary Function/Position Summary**

The Specialist is responsible for providing professional expertise to high net worth clients on their consignments, providing evaluation on clients' properties, writing and producing catalogues for auctions. The Specialist must equip with in-depth knowledge in his/her specialized area and extensive market information in order to provide evaluation on the commercial value to our clients.

### **Responsibilities**

- Identify and maintain relationships with all clients, especially on high net worth value clients and properties
- Function as liaison with overseas specialists and clients, working on appraisals and provide accurate business value advices to clients as a means of generating long-term business opportunities and reconnecting with inactive clients
- Review incoming property inquires with department to determine property sale potential and value
- Research property's authenticity, bibliography, provenance and exhibition history
- Essay on property for catalogue
- Handle catalogue production and layout
- Prepare condition reports of consigned property prior to the auction
- Participate in Telephone Bidding with clients during the auction
- Coordinate pre-sale exhibition set-up
- Participate in pre-selling upcoming auctions through targeted marketing efforts
- Coordinate and produce materials and information for Art related press and marketing
- Actively participate in Art and Auction events, art fairs, and other functions related to our business

### **Qualifications**

- Bachelor's degree or equivalent work experience in related discipline; M.A preferred
- Minimum of 7 years related working experience in related field such as gallery, auction house or museum
- Knowledge of the auction business
- Excellent Chinese and English proficiency is a must
- Demonstrated ability in appraising property and business-getting
- Excellent communication and interpersonal skills, including excellent written and spoken communication
- Superior client service skills
- Strong follow-up skills with attention to detail
- Ability to work within a team environment