

# SHANNON'S

FINE ART AUCTIONEERS

Shannon's is seeking a new team member to assist with our gallery operations including processing incoming and outgoing artworks, supporting existing staff as needed. This is a flexible position that may develop based on the qualifications of the candidate.

**Hours:** 30 hours/week; 10am-4pm position in our gallery in Milford, CT (not remote)

**Qualifications:**

- Entry to mid level position, some relevant work experience at an auction house or art gallery preferred
- Excellent communication skills, including professional written and spoken communication
- Strong general computer skills and ability to learn Shannon's systems
- Ability to multitask and prioritize
- Ability to work independently and as part of a team, must work well as a team member and promote team effectiveness
- Desire to learn and take on new challenges with willingness to accept assignments with positive, team-oriented attitude and a flexible approach to work
- Light physical effort required, must be able to lift at least 30 pounds
- Experience with Google Drive, Microsoft Office and Mailchimp

**Responsibilities include but are not limited to:**

- Primarily responsible for inventory management as property comes in and leaves Shannon's. Effectively communicating with buyers and sellers to receive works at the gallery, accept deliveries and have works promptly picked up and/or shipped.
- Catalog incoming items for sales using format provided by Shannon's
- Contribute to pre-sale duties, including catalog research, proof-reading, and exhibition set-up as needed
- Document all communications and payment into the client database system
- Ensure the tidiness of galleries
- Work with staff to complete condition reports
- Receive, open, tag and process artworks upon arrival, as directed
- Maintain safe property handling
- Coordinate and communicate effectively with staff to ensure that a client's needs are met
- Entering Inventory status into Shannon's software to keep track of where items are located and when they are scheduled for sale
- Assist clients with bidding, preliminary shipping quotes and registering for auction. Ability to work in a fast paced environment with high end clientele.

**Benefits:**

401K with employer match

Bonus at end of year based on performance

Paid time off

Paid holidays

Compensation will be commensurate with experience. Please provide salary requirements with your resume. **To apply please email your resume to Sandra Germain, [sandra@shannons.com](mailto:sandra@shannons.com).**

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