

LEONARD JOEL | 100 YEARS

Position Description: Art Specialist

Reporting to: Head of Fine Art

Location: South Yarra, Melbourne

About Leonard Joel

Founded in 1919, Leonard Joel is Australia's most experienced auction house, offering specialist expertise and regular, curated auctions in Fine Art, Decorative Arts, Jewels & Watches, Asian Art, Modern Design, Prints & Photography, Luxury, Sporting Memorabilia and Collectables.

Reporting to the Head of Art, the Art Specialist is responsible for driving growth in Leonard Joel's Fine Art department by obtaining consignments for auction to meet and exceed departmental sale objectives, evaluating artworks, bringing in consignments, selling artwork and cultivating relationships with clients including collectors, dealers, curators and others in the market.

Key Responsibilities (include but are not limited to):

Source and evaluate property for auction, negotiate contracts including estimates and sales terms and, working collaboratively with other specialist colleagues where appropriate.

Conducting formal valuations for the purpose of Insurance, Probate, and Superannuation where required

Lead on all aspects of the production of the catalogues for sales including producing original content for catalogue essays, individual cataloguing of works, and design layout

Participate in and assist with planning for the auction set up including logistics, staffing, and curating of pre-auction exhibitions

Oversee the auction viewings with a focus on face-to-face client contact and responsibility for client enquiries and condition reports during this time

Cultivate networks among private collectors, dealers, curators and other industry contacts in order maintain and develop the company brand

Professional Skills and Experience

Proven experience performing similar duties in an auction house or recognised gallery or museum

Developed academic and market knowledge of the Australian art industry

Experience with Microsoft Office programs and databases

Education and Training

Tertiary qualification in Art History or related field is required

Driver's licence preferred

Personal Attributes

Driven self-starter with a proven ability to initiate and acquire business

Excellent client-relations and presentation skills including confidence, tact and diplomacy

Ability to work professionally and collaboratively with all other areas within the business

Proactive with excellent project management and organisational skills

Ability to operate well under pressure while delivering excellent work on tight deadlines

Working Conditions

Flexible hours of work are X with the flexibility to undertake additional hours on evenings and weekends as required.

The ideal candidate will have exceptional organisational and communication skills, with a positive, 'can do' attitude, the ability to work well under pressure with a genuine commitment to the development, growth and profitability of Leonard Joel Fine Art Auctions.

All applications should include a CV and covering letter addressed to Olivia Fuller, Head of Fine Art and sent to: olivia.fuller@leonardjoel.com.au