

**Position Description:** Manager, Objects & Collectables

**Reports to:** Head of The Thursday Auction, Furniture and Objects & Collectables

**Location:** South Yarra, Melbourne

## **About Leonard Joel**

Founded in 1919, Leonard Joel is Australia's most dynamic 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, as well as the long-running Thursday Auction.

Reporting to the Head of Thursday Auction, Furniture and Objects & Collectables, the Objects & Collectables Manager is responsible for the Objects & Collectables category in Leonard Joel's weekly Thursday Auction. This includes working with the Head of Department evaluating items for auction, overseeing the display and management of the auction, ensuring budgets are met, and maintaining and in developing relationships with collectors, dealers and other industry colleagues.

## **Key Responsibilities**

- Oversee Objects & Collectables auctions and ensure consistent stock flow so that budgets are consistently met
- Manage client enquiries and correspondence in person, by email and telephone
- Escalation of client management issues in a timely fashion to Head of Department to ensure client experience is managed efficiently and cost effectively.
- Work with Head of Department to identify process efficiencies on stock sourcing (email and voicemail) and stock management (consignment through sale and collection).
- Identify, appraise and consign items for auction
- Ensure all clients receive Consignment Agreement and Key Points of General Conditions of Business prior to auction
- Oversee management of delivery bookings
- Complete online valuations in a timely fashion
- Estimate reductions for unsold lots and manage post sale offers
- Manage and distribute all pre and post-sale client correspondence
- Monitor storage facilities and maintain updated inventory of items in storage
- Convey new business and private collection enquiries to Head of Department

## **Auction Specific Tasks**

- Ensure all items are valued and catalogued accurately
- Oversee and participate in lotting, set-up and merchandising of the Objects & Collectables auction every week
- Review the online auction catalogue for image and text accuracy
- Auctioneer when required

## **Other**

- Must be available to work extended hours on Wednesday evenings and at other times when required

## **Expected Outcomes**

- Efficient and enhanced performance of the Objects & Collectables auction
- Work harmoniously with casual and full-time staff members to ensure cohesive presentation in shared spaces

## **Key Relationships**

- Clients
- Head of Thursday Auction, Furniture and Objects & Collectables
- Head of Decorative Arts
- Furniture & Interiors Administrator
- Front of House & Finance Staff
- Casual Thursday Auction Staff

## **Skills & Experience**

- Proven Client Service Experience
- People Management Experience

## **Personal Attributes**

- Driven self-starter with energy and motivation
- Excellent client-relation and presentation skills
- Ability to work collaboratively and effectively with a broad range of colleagues
- Excellent project management and organisational skills
- Ability to operate well under pressure and meet consistently tight deadlines
- Driver's license preferred

To apply, please send a CV and covering letter addressing the Key Responsibilities and how they relate to your own experience to [anthony.riepsamen@leonardjoel.com.au](mailto:anthony.riepsamen@leonardjoel.com.au)