

**Associate Fine Art Specialist/Cataloguer:**

Clars Auction Gallery, an internationally recognized, full-service auction house located in Oakland, CA, is currently seeking an **Associate Fine Art Specialist/Cataloguer** for the Fine Art department. It is one of the most important departments in the company and generally has two–three full time specialists.

Key Responsibilities:

- Cataloging and evaluating fine art compliant with Clars' cataloguing structure
- Ability to market art to potential buyers
- Handle the physical demands of hanging a large amount of artwork
- Meet deadlines in a fast paced, team environment
- Ability to interact with clients to obtain consignments of fine art, which includes knowledge of fine art evaluations

The applicant will also assist with the many everyday duties of the art department, including research and display of property, marketing, public relations, and administrative tasks including the review of consignor statements, inventory control and various customer service duties.

Approximately 300–500 paintings, prints and sculptures are auctioned each month. The specialist must be able to distinguish fine art from art that is purely decorative. Each work must be described accurately and contextualized, so research is integral. Most often, research will take the form of locating an artist's catalogue raisonné to confirm or negate authenticity; locating exhibition catalogues for an image of the artwork as published; contacting experts and/or committees to authenticate a work; and locating art reviews for published references to obscure artists and/or particular works.

The ideal applicant must possess:

- Auction related cataloging experience (preferably 1–2 years)
- Have a four-year college degree in Art History or related field
- Be detail-oriented and possess excellent follow-through
- Be able to work self-directed as well as function as part of a team
- Have strong organization, critical thinking and communication skills
- Have a reliable source of transportation for out-of-office appointments
- Have substantial knowledge of Microsoft Word and Outlook and feel comfortable learning and adapting to new computer software
- Be able to work one auction weekend (both Saturday and Sunday) per month

**Compensation:** Salary commensurate with experience