

**Director/Senior Specialist, Jewelry & Timepieces:**

Clars Auction Gallery, an internationally recognized, full-service auction house located in Oakland, CA, is currently seeking a **Director/Senior Specialist, Jewelry & Timepieces**.

The role of the **Director/Senior Specialist, Jewelry & Timepieces**, is to grow Clars' Jewelry & Timepieces department's business by achieving annual sales goals as well as maintain pre-existing (and establish new) long-term client relationships with private collectors, institutions, and industry experts.

Key Responsibilities:

- Responsible for all gemology work associated with the evaluation of property for auction including gem identification, carat weight calculation, grading, cataloging consigned property, researching authenticity, provenance and reviewing client inquiries to determine sale potential
- Research and catalog property for auction and assign auction estimates
- Lead, as well as mentor, departmental team members to promote the monthly auctions by helping clients at auction previews, speaking to clients about the property, developing, tracking, and communicating client interest and executing bids at auction
- Oversee department in client inquiries regarding evaluations, consignments, and auctions
- Proactively develop new opportunities to grow and maintain the volume of property
- Travel regionally to evaluate and consign property for upcoming sales
- Collaborate with other departments to develop marketing strategies to reach new potential sellers and buyers

The ideal applicant must possess:

- Graduate Gemologist degree with a minimum of 5 years of experience in the Jewelry and Timepieces industry
- Auction house experience required
- Working knowledge of all types of Jewelry and Timepieces as well as the current market pricing
- Strong sense of professionalism as well as excellent communication, client service and social skills
- Proven ability to initiate new business
- Must be able to work monthly auctions