

Associate Asian Art Specialist/Cataloguer:

Clars Auction Gallery, an internationally recognized, full-service auction house located in Oakland, CA, is currently seeking an **Associate Asian Art Specialist/Cataloguer** for the Asian Art department.

Key Responsibilities:

- Catalog and evaluate that Asian art is compliant with Clars' cataloguing structure
- Ability to market Asian art to potential buyers
- Handle the physical demands of handling a large amount of artwork and furniture
- Meet deadlines in a fast paced, team environment
- Ability to interact with clients to obtain consignments of Asian art, which includes knowledge of Asian art evaluations

The applicant will also assist with the many everyday duties of the Asian 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. The Asian art department handles approximately 300–500 lots each month. Thus, the specialist must be able to stay organized and meet deadlines.

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
- Must be fluent in Mandarin Chinese
- 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
- Be comfortable learning and adapting to new computer software
- Be able to work one auction weekend per month

When applying, please submit cover letter with resume to rick@clars.com.

Compensation: Salary commensurate with experience.