

Specialist/Cataloguer, Furniture & Decorative Arts:

Clars Auction Gallery, an internationally recognized, full-service auction house located in Oakland, California, is currently seeking a **Furniture and Decorative Arts Specialist/Cataloguer**. It is one of the most important departments in the company and generally has two-three full time specialists.

Key Responsibilities:

- Cataloging and evaluating a variety of 17th through Contemporary furniture and decorative arts compliant with Clars' cataloguing structure
- Ability to interact with clients to evaluate items and obtain consignments
- Meet deadlines in a fast paced, team environment
- Ability to market to potential buyers

The applicant will assist with the many everyday duties of the Furniture & Decorative Arts 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 500–700 lots are auctioned each month. The specialist must be able to describe (catalog), measure and determine the values (estimates). Each work must be described accurately and contextualized, so research is integral.

Qualifications:

- 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

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

Compensation: Salary commensurate with experience.