

Sotheby's

JOB DESCRIPTION

ROLE: Consignment Liaison, Marketplace

BUSINESS LINE: Luxury Marketplace

REPORTS TO: Vice President, Category Management

ABOUT SOTHEBY'S

Established in 1744, Sotheby's is the world's premier destination for art and luxury. Synonymous with innovation, Sotheby's promotes access, connoisseurship and preservation of fine art and rare objects through auctions, private sales and retail locations. Our trusted global marketplace is supported by a network of specialists spanning 40 countries and 50 categories, which include Contemporary Art, Modern and Impressionist Art, Old Masters, Chinese Works of Art, Jewelry, Watches, Wine and Spirits, and Interiors, among many others.

THE ROLE

The Consignment Liaison has a passion for vintage furniture, antiques, accessories, art, and interior design or branded luxury goods such as jewelry, watches, handbags and sneakers.

The Consignment Liaison role is a part-time position that assists our clientele with the sale of their property through Sotheby's Buy Now Marketplace. Pieces are pre-screened by business units prior to the Consignment Liaison appointment. Potential clients include private sellers, showrooms, and dealers.

The Consignment Liaison will work closely with Account Managers and Account Associates, aiding in the processing of incoming consignment inquiries, providing client support with the entire consignment process, and managing items through the consignment pipeline.

RESPONSIBILITIES

- Meet with clients in their home, storage location, or commercial warehouse to evaluate, photograph, and catalogue their property.
- Expertly evaluate inventory for marketability and resale potential according to style, brand name, provenance, and condition criteria.
- Clearly communicate Sotheby's value proposition and process to sellers.
- Maintain the highest standard of customer service, efficiently processing products for sale in order to meet monthly inventory goals.
- Develop relationships with sellers.
- Manage inbound consignment inquiries from private client and corporate consignors.

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- Work with Account Managers and Account Associates in receiving, processing and cataloging product for sale on the Marketplace.
- Maintain status reports for all consignments, communicating these regularly to all internal and external stakeholders.

IDEAL EXPERIENCE & COMPETENCIES

- Discerning eye for design. Working-to-expert knowledge of specific business units (Fashion (Handbags and Sneakers), Fine Arts, Interiors, Jewelry, Watches).
- Entrepreneurial spirit coupled with high level of self-motivation.
- A high degree of business acumen, sophistication, and the ability to build rapport with a variety of personalities.
- Ability to juggle multiple account management projects at a time, great degree of organization and attention to detail.
- Ability to master multiple technical devices and systems.
- Basic level of photography knowledge.
- Flexible availability in order to accommodate clients' appointment requests.

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