A picture containing icon

Description automatically generated

**DIRECTOR, GALLERY OPERATIONS**

**& SENIOR SALES ASSOCIATE**

**MAHNAZ COLLECTION**

NEW YORK CITY

July 8, 2022

MAHNAZ COLLECTION (MC) is a small, fast-paced jewelry gallery selling original and influential vintage designers, artists and goldsmiths' works (1950-1990) and select contemporary jewelry. We focus on independent jewelers who created largely hand-made and precious pieces and seek out emerging, indigenous, and women artists and lost masters.

Our Gallery is open by appointment and located on Madison Avenue in Manhattan. We actively buy and sell jewelry, study it and share the knowledge through original scholarly catalogs, lectures, and professional exhibits. Our business advocates for re-using existing jewelry as one avenue to supporting sustainability. We support collaborative initiatives to strengthen energetic aspects of the New York City jewelry sector, and, in corporate and personal ways, we support non-profit causes.

MC is completing its tenth year in business and has built an outstanding brand reputation. The advertised position of Director, Gallery Operations and Senior Sales Associate is central to the next growth period and sets new directions.

We are looking for a dynamic, versatile professional passionate about the jewelry arts who knows how to translate that passion into strategic, organized work plans. These include working most closely with the Founder, Mahnaz, and the Director of Jewelry Sales, directing all online, website, and in-gallery marketing and social media ops, project management of events and exhibitions, relations with peers and auction houses, and shaping new client portfolios.

The candidate should share MC values and philosophy. They should have a solid aesthetic and design sensibility. Practical, clear and correct English writing and presentation skills are stressed. The professional will bring an essential additive skill to the position: expertise in digital and related technologies useful for our work.

As we are a small in-house team, the position offers a mix of responsibilities - managing teams of colleagues and consultants to advance brand goals and targets while doing hands-on, day-to-day work as a team member in other substantive areas.

This full-time job involves five days a week of work in the Gallery. Currently 10 AM – 6 PM. It also involves occasional travel for fairs and weekend work if needed. In the summer, we offer greater home/gallery flexibility.

Start Date: September 12, 2022, with 3-4 training days in July/August preferred.

We offer competitive compensation commensurate with experience, health insurance contributions, generous P.T.O., and end-of-year merit-based bonuses. Sales commissions are also provided over time. Our team is dedicated to MC, comfortable with high work standards, expert, collegial, well-mannered, confident, and well-presented. Optimism, seamless teamwork, and a sense of humor help make a good workday.

We stay current on all COVID and other health protocols and try to help one another through challenging times.

MAHNAZ COLLECTION, as a BIPOC and woman-founded business with a diverse team, encourages a diverse pool of candidates to apply.

**Position responsibilities include to**

* Develop a strategy (content, media, marketing )to promote the visibility of the MC brand
* Optimize MC sales online, ensuring that all used sites are leading-edge, technologically, aesthetically, and content-wise (MC deploys consultants as needed)
* Optimize the MC website as a brand-promotional, fully Google searchable/positive user experience content/sales site.
* Enhance Video Use and Design Skills In House and Use Across Platforms
* Oversee Client Communications and Loyalty Programs, prepare MC newsletters, look books, invitations and other online and printed brand materials.
* Bring or build a Client Portfolio comprising a new line of collectors.
* Expand partnerships and sales with business peers and auction houses; represent MC at jewelry-related events.
* Coordinate, develop and manage the production of catalogs and exhibitions, working with Mahnaz and the Director of Jewelry Sales.
* Oversee Gallery Security
* Manage MC tech consultants.

Since we are a small business covering a significant and sophisticated portfolio of jewelry assets, we seek to mix talents and expertise. We have some flexibility regarding how to structure the position. We are open to hearing from candidates dedicated to a career in the jewelry arts with either different levels of experience within the jewelry sector or significant, relevant experience in a related field. Candidates from the decorative arts, fashion and business, design, art gallery management, jewelry journalism (with digital skills) and the social media sectors are welcome to apply. They must offer advanced technical, organizational, and financial skills, strong interpersonal skills and a willingness to train in our specialty areas.

Candidates with auction house experience are encouraged to apply.

**Skill Requirements and Preferences**

A B.A., BFA, BS, or Master's degree in a relevant field. The addition of a GIA degree is preferred.

Experience working with fine, vintage, goldsmith or artist jewelry at an auction house, with a dealer, or elsewhere for at least 10-15 years.

Familiarity with jewelry marks and gemstones.

Senior jewelry wholesale or retail sales experience.

Excellent technology skills and experience with Mac and Microsoft Office, FileMaker Pro, Excel, PowerPoint, WordPress, Adobe Suite, InDesign, Canva, video and voice, SEO practice, and other more advanced marketing, sales, inventory and analysis tech. skills. Coding helpful.

Familiarity with optimizing social media use for sales.

A strong network of colleagues and clients; respected by colleagues in the sector

Experience with marketing and communication.

Financial and especially budgeting experience

Understanding basic legal frameworks around jewelry – export/import etc.

Being a dynamic, friendly, outgoing and collegial individual

Having people management and teamwork experience

Being analytical, an initiative taker, and a problem-solver.

Being organized, a multitasker who can handle pressure and meet deadlines.

Experience working in N.Y.C.

Language skills – Italian, French, Spanish, German, Arabic

*Professionalism, emotional maturity, a desire to work hard, integrity, honesty, discretion, respect for confidentiality, and loyalty to the brand are the most valuable assets the candidate will bring to this position.*

Please send your resume and a cover letter to Mahnaz Ispahani Bartos, c/o Paul Hassett, [at paul@mahnazcollection.com](mailto:paul@mahnazcollection.com).