

Job Title:	Specialist – Wine and Spirits
Reports to:	Executive Director
Responsible for:	None
Purpose of job:	To lead the Wine and Spirits department, and play the lead role in the consigning, cataloguing and sale of wine and spirits in line with the business's year-on-year growth objectives
Main contacts:	Internal: Executive Director, Managing Directors, other specialist departments, client liaison and staff in other business functions especially marketing and communications External: collectors, dealers, specialists in the wine and spirits trade, other auction houses
Contract type:	Permanent
Hours:	Flexible
Location:	Based at Chiswick HQ but with visits to Chiswick South Kensington as required

Context

Chiswick Auctions is a rapidly expanding London-based auction house, which prides itself on its accessibility, breadth of knowledge and excellent customer service. A team of 20 specialist departments comprises experts who are skilled in championing artworks from all eras and media, and ensures that clients are always best served when buying and selling at auction. A full sales calendar of 120 sales per year also features regular Interiors & Design sales which encompass decorative arts, painting, furniture and other collectables; each sale averages 300 – 500 Lots. The main headquarters is based in Chiswick, with a showroom in South Kensington (CSK).

The **Wine and Spirits Department** has become a successful department, with four sales a year averaging around £100k hammer per sale. Each sale consists of between 400 and 500 lots, and the focus is generally around connecting private collectors to private buyers in the UK and Europe. We are looking for a new Specialist to build on this success in 2019.

Areas of Responsibility

Responsibilities include but are not limited to the following:

Strategic and business development

- Develop business contacts and strategic opportunities, including developing auction and private sales strategies
- Identify and maintain relationships with all client categories (collectors etc), and particularly the ability to work with major clients in the consignments and sale of wine and spirits

- Liaise on material in the field with other internal Chiswick Auctions' departments: pre-press, marketing, public relations etc.
- Proactively research and gather information into the marketplace/trends/buying & selling patterns
- Identify and grow the client base for sourcing and selling of wine and spirits

Valuations, cataloguing, pre and post-sale responsibilities

- Analyse and respond to incoming written, phone and photo enquiries to determine sale potential
- Work alone and with colleagues to determine provenance, value, condition, and marketability of property
- Write and prepare catalogue essays, work on catalogue production and layout, as appropriate
- Coordinate pre-sale exhibition set-up, including any displays at CSK (as appropriate but unlikely for this category)
- Work with buyers during sale week, including weekend exhibitions, to market and sell the sale
- Work with the Marketing and Communications team, to help develop a coordinated marketing plan to achieve budgeted sale totals
- Participate in telephone bidding with clients during the auction
- Participate in the full after-sales analysis, and implement any agreed changes

General

- Ensure compliance with all internal policies and procedures and any relevant external bodies or processes
- Participate in organization-wide meetings, activities and processes, and develop internal contacts, networks and interactions as appropriate
- Actively participate in events, valuation days, and other functions to represent Chiswick Auctions e.g. Chiswick Lates at CSK
- Carry out other duties as required by the Directors and Managing Directors

Person Specification

Essential skills and experience

- Extensive experience in the field, either at auction, within the trade or at another relevant institution e.g. own business
- Proven ability to develop relationships with the major collectors and people in the trade

- Excellent writing skills in English, and ability to combine an understanding of the material with a commercial sense of marketing and promoting value
- Excellent verbal communication and interpersonal skills, including first class spoken English
- Ability to work to tight auction deadlines, balancing photography, cataloguing, sale organisation, marketing and promotional details
- Experience working with on projects of all sizes, long- and short-term; demonstrated ability to prioritise a variety of concurrent projects
- Excellent knowledge of the Microsoft Office Suite (Word, Excel, PowerPoint, SharePoint, Outlook etc)
- Ability to learn Chiswick Auctions' systems
- Superior client service skills
- Strong follow-up skills with attention to detail
- Ability to thrive within a fast-paced team environment

Desirable qualifications

- A qualification relevant to the field