

## 2 Positions at Sotheby's, Cologne

Palais Oppenheim, Gustav-Heinemann-Ufer 136-138, 50968 Cologne

Application deadline: Dec 22, 2022

Tabea Flamm

[1] PERSONAL ASSISTANT to Head of GFA Sales Germany

[2] CATALOGUER of Impressionist, Modern and Contemporary Art

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[1] PERSONAL ASSISTANT to Head of GFA Sales Germany, Sotheby's Cologne.

Sotheby's Cologne is searching for a Personal Assistant for the Cologne Fine Art Sales Team reporting to Head of GFA Sales Germany (Eva Donnerhack).

Location: Palais Oppenheim, Gustav-Heinemann-Ufer 136-138, 50968 Cologne

### KEY OBJECTIVES:

Supporting the Head of GFA Sale in Germany

Time Period: 1-year temporary contract

### RESPONSIBILITIES

- Diary management, booking travel and complex schedules, managing expenses
- Act as a gate keeper for HoS and respond on her behalf when appropriate to internal and external queries
- Keep oversight of inbox and deal with recurrent requests and actionable emails
- Assist with day to day management and maintenance of lists such as pipeline, surelist and marketing promises, priority lists and filing, keeping extensive data records up to date
- Assist in preparing materials for sourcing and selling works, such as writing and preparing proposals, marketing sheets and selling points for sale as well as various other marketing initiatives e.g. invitation to consign etc.
- Assist in drafting and coordinating valuations for Cologne sales and insurance purposes under supervision of senior team members, and working closely with the experts to track progress and meet deadlines, in liaison with the valuation team in London
- Assist with sale related processes if/where required, e.g. photography, exhibition set up etc.
- Producing excellent power point presentations and tableau reports, as well as updating CRM and maintaining all client information up to date
- Assist the Sale Team in researching the whereabouts of specific artworks and work alongside Client Developer to research historical sales, for sourcing and selling
- Coordinate market research and competitive analyses in liaison with HoS and Business Director
- Assist with research for incoming requests and works consigned to GFA Sales and Private Sale, using Sotheby's library and systems (EOS, Valuations system etc.) and external resources as well as by liaising with internal and external experts, to the highest standard according to the scheduled deadline, for cataloguing assistance and to fulfil authenticity requirements

- Assist in preparing estimate meetings, sourcing meetings and follow ups
- Write catalogue entries, auction briefs or summary paragraph for marketing for various Impressionist, Modern and Contemporary Art sale catalogues, Private Sales works
- Daily monitoring of Phoenix Valuation Platform; assigning to respective regions and specialists, as well as a regular review of follow ups
- Preparing feeds/posts for internal workplace community and Instagram for the Sales Team
- Support Sale Team projects and assisting the Sale Team with general duties/day-to-day business that may arise
- Working closely with the German GFA Sales team, as well as liaising closely with the German team, but also with the local neighboring country office and colleagues from other selling location involved in the sales in Cologne.
- Liaising with necessary support departments locally (e.g. logistic and operations) and internationally (e.g. marketing and visual display) other sale related departments (Prints, Photography, Design) for pre-sale coordination (visits and checks)
- Supporting sales in other locations in Europe when required
- Maintaining excellent levels of client service in line with corporate standards, acting as an ambassador for Sotheby's in both manner and appearance
- Operating at all times in accordance with the company's rules on compliance and corporate governance.

#### QUALIFICATIONS

- Excellent administrative skills, be dependable, discreet and diplomatic
- Demonstrate a high-level attention/eye for detail and a methodical approach
- Computer literate with an excellent working knowledge of Word, Excel, Acrobat and PowerPoint; and any internal system knowledge of Marq, Google Docs, Viking, Webnative, Valuations, CRM is advantageous
- Fluent in both German and English, written and spoken, is essential; an additional European language is advantageous
- Be a team player, capable of working well as part of a busy, highly pressurized environment, with good interpersonal skills and a friendly and approachable manner towards both clients and colleagues
- Ability to coordinate a busy schedule and prioritize workload, keeping to tight deadlines
- Background in art history or an interest and willingness to learn about fine and decorative arts, as well as art business
- Research and writing skills
- Strong organisational and project management skills with the ability of meeting deadlines
- Good communication skills, written and oral, both internally with colleagues and externally with experts, institutions and respective contacts with a commitment to an exemplary level of client service
- Ability to work effectively, independently as well as part of a team and to 'pitch in' when needed
- Have a flexible approach and the ability to work well under pressure
- Self-motivated with enthusiasm to learn
- Basic working knowledge of the international art market and ideally of the auction process would be advantageous
- Understanding of Sotheby's, its culture and services including knowledge of Sotheby's departments would be an advantage

We look forward to receiving applications under:

<https://boards.greenhouse.io/sothebys/jobs/4729321004>

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[2] CATALOGUER of Impressionist, Modern and Contemporary Art, Sotheby's Cologne.

Sotheby's Cologne is searching for a Cataloguer in the Department of Impressionist, Modern and Contemporary Art (20th Century Art) reporting to the Head of Sales Germany.

Location: Palais Oppenheim, Gustav-Heinemann-Ufer 136-138, 50968 Cologne

KEY OBJECTIVES:

To catalogue, source and sell works for the German online sales, and assist in general day-to-day functioning of the office

RESPONSIBILITIES:

- Cataloguing and researching items for Impressionist & Modern Art and Contemporary Art for auctions and private sales
- Providing expertise, researching and cataloguing objects to the highest standard according to scheduled deadlines.
- Assisting and coordinating research, both internally and with external experts.
- Liaising with the necessary support departments.
- Creating opportunities for new business by preparing valuations, using EOS and other available systems and files
- Work closely with specialists on sourcing projects and valuations in Germany, Austria and the Benelux
- Assist with targeting for the sale and support selling the sale by being point of contact for CR and image request
- Proactively create event opportunities to engage new clients
- Attend and contribute to regular estimate meetings
- Dealing with day-to-day client enquiries at the counter, by email and on the telephone.
- Writing condition reports and responding to estimate enquiries and general correspondence.
- Write scholarly and commercial catalogue entries for various Impressionist, Modern and Contemporary Art sale catalogues, Private Sales works and publications/online
- Support the authenticity process and provide general day sale support.
- Liaising with restorers as required and coordinating photography.
- Maintain running lists such as pipeline, sure list and marketing promises
- Operating at all times in accordance with the company's rules on compliance and corporate governance.

SKILLS/COMPETENCIES/EXPERIENCE:

- Demonstrate a high-level attention/eye for detail and a methodical approach
- Must be a graduate in Art History or a related field with genuine interest in Impressionist, Modern & Contemporary Art
- First class writing skills, ability to absorb information quickly and prepare academic and commercial copy to tight deadlines
- Thorough research skills - experience in archival research would be an advantage
- Strong organisational and project management skills with the ability of meeting deadlines
- Good communication skills, written and oral, both internally with colleagues and externally with experts, institutions and respective contacts with a commitment to an exemplary level of client service
- Ability to work effectively, independently as well as part of a team and to 'pitch in' when needed
- Have a flexible approach, to chip in where needed and the ability to work well under pressure
- Self-motivated with enthusiasm to learn and develop expertise

- Fluent in both written and spoken in German and English is essential; an additional European language is advantageous
- Computer literate with a working knowledge of Word, Excel, Acrobat and Power Point; and any internal systems knowledge of Marq, Google Docs, Viking, Webnative, Valuations, CRM are advantageous
- Working knowledge of the international art market and ideally of the auction process
- Understanding of Sotheby's, its culture and services

We look forward to receiving applications under:

<https://boards.greenhouse.io/sothebys/jobs/4729312004>

Reference:

JOB: 2 Positions at Sotheby's, Cologne. In: ArtHist.net, Nov 30, 2022 (accessed Mar 17, 2026),

<<https://arthist.net/archive/38042>>.