

Bonhams

SPECIALIST / RESEARCHER / CATALOGUER – CHINESE PAINTINGS (HONG KONG)

OVERVIEW

Bonhams Hong Kong is looking for a candidate to join the Chinese Paintings department in our Hong Kong office. The candidate will catalogue, research and assist with production and preparation of Hong Kong bi-annual Chinese Paintings sales.

RESPONSIBILITIES

- Produce the sales catalogues and ensure all information is accurate, i.e. basic cataloguing entries and essays when necessary
- Produce press materials and social media content for various internet platforms in a timely manner
- Coordinate photography of lots and colour-proofing, and ensure that they are completed in a timely manner
- Work with designers on layouts
- Assist with pre- and post-sale administration
- Conduct condition checks, write condition reports and take condition photos of the consigned lots for the sales
- Support the team during preview exhibitions, events, and on auction day
- Day-to-day office administration and additional responsibilities as required of by Head of Department and members of the team

CANDIDATE PROFILE

- Degree or equivalent in Chinese Art History or at least one of the following fields: East Asian Art Theory and Criticism, Chinese Literature, History, Journalism, Philosophy, Finance
- Candidates must be fluent in English, Mandarin, Cantonese and with strong reading and writing skills in Chinese and English
- Excellent interpersonal and communication skills, both written and oral, and a commitment to an exemplary level of client service
- Possess first class research skills, using primary and secondary sources
- Enthusiasm for learning and a strong proactive work ethic
- Ability to work independently and as part of a team
- Great attention to detail
- Flexibility with working schedules, with extended hours into the evenings and occasional weekends during pre- and post-sale periods
- Competence in computer systems and MS Office Application
- 3 to 5 years of relevant work experience preferred

APPLICATION PROCESS:

To apply, candidates should submit the following documents:

- Resume
- Cover Letter
- 2 Recommendation letters

Please send the completed application to Iris Miao, Consulting Head of Department
iris.miao@bonhams.com