

# Bonhams

**Position: Specialist, Chinese Paintings**

**Reporting to: Global Head Chinese Paintings**

**Location: Hong Kong**

**In your role as Specialist you will be required to carry out the following:**

## Key Tasks and Responsibilities

- Work with the Chinese Paintings Consultant in all aspects as instructed to ensure the success of the department
- Help maintain and develop the database of clients (buyers and sellers)
- Interact proactively with established Chinese painting collectors to encourage further business with the company, either as buyers or sellers
- Strengthen contact with respectable regional dealers to generate more business
- Source business to fulfil the budget set for the HK biannual sales
- Liaise between the Chinese Paintings Consultant and London Marketing for the production of an advertising and marketing campaign, within the department and regional budgets, to promote local business getting and sales activities for the department (marketing budgets are centralized)
- Complete satisfactorily, as and when required, the valuation of clients' property both in the office and on client visits
- Involve responsibly in the production of the sale catalogues in HK for timely delivery to printers, including providing English and Chinese cataloguing and research, coordinating photography, mounting and restoration of property as and when needed
- Assist with traveling exhibition and preview events in and outside HK as and when required
- Monitor our competitors' strategies, subject to any contract restrictions, to maintain the competitive position of Bonhams Chinese Paintings department in the market
- To promote the department through lectures and other promotional events
- As and when necessary assist and support Chinese Paintings sales in other Bonhams salerooms
- Assist with business development and events pertinent to Chinese paintings in Greater China
- Oversee departmental administrative responsibilities and provide client services as necessary

**The above list is not exhaustive nor does it represent a scale of importance**

#### Required Skills

- Minimum 3-5 years of experience in the Chinese painting, art or cultural field
- Strong Background in Chinese history and literature
- Good market and trend awareness
- Degree holder or equivalent
- A good level of specialist expertise achieved through a previous role
- Proven business acumen and valuation skills
- A network of contacts (or) willingness to build up such a portfolio
- Functional working knowledge of the whole auction process and related procedures (e.g. shipping regulations, VAT)

Please send your CV and covering letter via email to [recruitment@bonhams.com](mailto:recruitment@bonhams.com) by 28<sup>th</sup> February 2020.