**Roland Auctions NY, a fast-paced, family-owned, Long Island, NY auction house is seeking a full-time Generalist Cataloguer.**

The successful candidate will be responsible for quickly and accurately cataloging items for our popular monthly auctions, as well as specialty auctions held sporadically throughout the year. The applicant will have broad knowledge spanning: fine art, antique and modern furniture, decorative arts, silver, fashion, jewelry, luxury goods, etc.

Other duties include, completing condition reports prior to each auction, providing front desk/service during auctions, and administrative assistance as needed.

Most importantly the applicant will have a demonstrated interest in the auction business and an ability to identify property, describe, and value it. They should possess an enthusiastic and confident “can-do” attitude. Excellent writing and proofreading skills with familiarity in art historical terms is also important. Superior organizational skills and ability to manage multiple tasks in a fast-paced environment is a must.

Knowledge of the Microsoft Office Suite and an ability to learn new programs with efficiency and ease is essential. The candidate should also have proficiency in researching via specialized online databases.

Willingness to work some evenings and one weekend day per month to fulfill auction help requirements is required.

The applicant must be able to work independently and manage productivity to meet tight turnaround deadlines.

The following are attributes that we are seeking for candidates applying for this position:

- Ability to work in a fast-paced, multi-project, and dynamic environment
- Absolute drive to complete projects on time and in a detailed manner
- Excellent organizational skills: accurate and thorough
- Excellent communication
- Team-oriented
- Comfortable with light physical labor like lifting boxes, packing and unpacking shipment, setting up for events and previews

Roland Auctions NY welcomes and encourages applications from women, minorities, veterans, mature workers, and persons with disabilities. EOE

Salary commensurate with experience
Education: 4-Year Degree Preferred (not required)
Position Type: Experienced (Non-Manager)
Position Level: Full Time Permanent (after probationary period)
Please send your Resume and Cover Letter to sal@rolandauctions.com