

The Job Interview

WATERHOUSE & DODD

New York, NY

A well-known art dealer is looking for a motivated multi-tasker who is excited and willing to jump into this demanding and creative industry to help them run their New York galleries.

BUSINESS

Website: www.waterhousedodd.com

Size: 10 employees

Industry: Art

WATERHOUSE & DODD

NEW YORK | LONDON

ABOUT THE COMPANY:

- Waterhouse & Dodd is an international art dealer with four galleries in New York and London, and an office in Paris. They exhibit Impressionist, Modern, Contemporary and American Post-War art from around the world. They also run one of the most respected art advisory services for collectors, Fine Art Brokers, and have a reputation for their taste and selling paintings at fair prices.

JOB POSTION: Senior Assistant/Administrator

Job Level: Mid-level

Salary Range: \$35K to \$45K

Tentative Start Date: July or August 2017

RESPONSIBILITIES:

- The Senior Assistant will work directly with both the Owner and Director, managing all of the administration duties including answering phones, creating sales invoices, organizing delivery logistics and tracking inventory, updating the gallery databases, and writing artist biographies all while working in conjunction with the London team. They will also be responsible for scheduling travel and meetings.
- They will help hang paintings in the gallery as well as prepare the team for art fairs across the country and assist at gallery openings. They will also help develop the company's social media presence.
- This individual must present well to highbrow clientele and be extremely organized. There are no other full time employees, so the Senior Assistant must be a self-starter and be willing to jump in where needed.

INTERVIEWERS

CO-OWNER & CHAIRMAN: Ray Waterhouse

- Ray has over 40 years' experience in the international art market. His main roles are researching and buying paintings, and advising major clients on purchases.
- His interview style is very traditional and direct. He doesn't believe in trick questions and just wants to hear as much as possible from the candidates without too much probing.
- Ray will show interviewees images of paintings related to the role and simply ask them to discuss their thoughts. He doesn't expect them to know every detail about the painting, but he wants to hear how they will describe the piece.

DIRECTOR OF MODERN & CONTEMPORARY ART: Sandra Safta Waterhouse

- Sandra oversees the New York galleries' events and operations, and is the liaison between the gallery and major artists across the globe.
- Sandra isn't afraid to map out the details of the job and the large scope of what candidates will have to do during the interview, even though it will sound intimidating. She admits to being very stern and direct, but views it as a chance to test the interviewee's compatibility with her personality.
- She also likes to give candidates a basic numeracy test related to sales commission and tax, a detail former employees have had trouble with in the past.

