

Cataloguer – World Coins

Do you have a history of working with coins from all over the world? Launch your career at Heritage Auctions and immerse yourself in our World Coins department, where you'll get the opportunity to apply your research skills to uncover the history behind rare pieces and craft compelling descriptions for our prestigious auction events and catalogs. Headquartered in Dallas, TX, with offices in New York, Chicago, Beverly Hills, London, Hong Kong, and beyond, Heritage Auctions is the largest auction house founded in the U.S. and serves over 50 different auction categories, including Coins, Sports, Comics, Historical, Jewelry, Fine & Decorative Art, Wine, and more.

SUMMARY: Responsible for cataloging World Coins for our Select, Showcase, and Signature auctions, including attributing, describing, and estimating them.

BENEFITS:

- Medical, Dental, Vision coverage
- Paid time off
- 401k savings plans
- Onsite gym with access to a personal trainer

LOCATION: South of Dallas/Fort Worth International Airport, NW corner of W. Airport Freeway (Hwy. 183) and Valley View Lane

COMPENSATION: Commensurate based on experience.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Catalogs, evaluates, and accurately attributes World Coins for upcoming auctions.
- Conducts thorough research to ensure precise identification, historical accuracy, and market relevance of each item.
- Reviews and describes World Coins with exceptional attention to detail, consistency, and adherence to established standards.
- Assists in the preparation and production of auction catalogs.
- Demonstrates strong organizational and prioritization skills to meet multiple deadlines in a fast-paced environment.
- Collaborate with team members and performs additional duties as assigned to support departmental goals.

EDUCATION and/or EXPERIENCE:

- 1+ years of related experience preferred
- Background in ancient history is ideal
- Ability to multitask and pay great attention to detail
- Knowledge of other areas of numismatics a plus

- Additional knowledge of world paper money and/or ancient coins is a plus
- Commercial or numismatic experience is a plus
- Proficiency in Microsoft Office Suite, including:

- **Word:** document formatting, templates, and mail merge

- **Excel:** spreadsheets, data reporting, and analysis

- **Outlook:** calendar management, task coordination, and handling high-volume correspondence

SKILLS & ABILITIES:

- Self-motivation, intelligence, and strong work ethic
- Willingness to learn
- Excellent writing/research skills
- Ability to follow set standards and take direction
- Ability to analyze and propose solutions to problems
- 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 skills: listening, written, and verbal

WORK ENVIRONMENT:

- Individuals must be able to work in a fast-paced, team-focused environment.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW TO APPLY:

1. Send resumes and cover letters to JOBS@HA.com
2. Directly on our careers website: [HA.com/careers](https://www.ha.com/careers)

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