

Director, Numismatics Description

Set your sights on a career at Heritage Auctions, headquartered in Dallas, Texas, with offices in New York, Chicago, Beverly Hills, London, Hong Kong, and other cities. Heritage Auctions is the largest auction house founded in the U.S. and serves more than 50 different auction categories, including Coins, Sports, Comics, Historical, Jewelry, Fine & Decorative Arts, Wine, and many more. Heritage Auctions was founded as a coin company more than 40 years ago, and continues to be the global market leader in numismatics.

SUMMARY: This position is responsible for evaluating property, acquiring consignments, building relationships, generating and responding to leads, and buying inventory.

LOCATION: Beverly Hills, CA

BENEFITS:

- Medical, Dental, Vision coverage
- Paid time off
- 401k savings plans

COMPENSATION: Commensurate based on experience \$75k to \$150k

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Evaluate property and establish auction estimates.
- Acquire consignments through HA and individually generated leads.
- Research, authenticate, and catalog property.
- Market lots in auctions to various clients.
- Contribute to the expansion of the client database.
- Answer inquiries before, during, and after the auction.
- Travel as needed to meet with clients and review the property for potential consignment.
- Purchase inventory from clients as appropriate.
- Other duties as may be assigned.

Requirements

EDUCATION & EXPERIENCE:

- 5+ years of experience in a major auction house preferred and/or as a commercial dealer focusing on design, or equivalent education and experience.

SKILLS AND ABILITIES:

- The ideal candidate is a go-getter, outgoing, self-motivated, and professional.

- Must have excellent communication skills, both verbal and written, high ability to multitask, pay attention to detail, and have a positive attitude with good customer service skills.
- Willingness to learn; work well with a team
- 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

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