

Are you a motivated individual with an interest in world history and numismatics? 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 Art, Wine, and many more.

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

SUMMARY: Responsible for cataloging world coins for our Select, Showcase, and Signature auctions, which requires describing, attribution, and value estimation.

BENEFITS:

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

COMPENSATION: Commensurate based on experience.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Catalogs, evaluates, and attributes World Coins.
- Assists with catalog production.
- Additional knowledge of world paper money and/or ancient coins is a plus but not required.
- Commercial or numismatic experience is preferred
- Other duties may be assigned

Requirements

SKILLS & ABILITIES:

- Ability to analyze and propose solutions to problems
- Ability to work in a fast-paced, multi-project, and dynamic environment
- Excellent organizational skills: accurate and thorough
- Excellent communication skills: listening, creative writing, and verbal

EDUCATION & EXPERIENCE:

- 1+ years of related experience preferred
- Background in world history is ideal
- Proficiency in Microsoft applications, specifically Outlook and Excel
- Ability to multitask and pay great attention to detail
- Knowledge of other areas of numismatics is a plus

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