

GROGAN & COMPANY

FINE ART AND JEWELRY AUCTIONEERS

Marketing Associate

Grogan & Company is seeking a full-time entry-level Marketing Associate to join our small, hard-working, family-owned auction house. The Marketing Associate will be responsible for the design of all print and digital collateral, will manage photography of auction inventory, and will assist the Auction Coordinator in all day-to-day business and auction administration.

About the company: Founded in 1987 as Boston's first full-service auction house, Grogan & Company has seen thirty years of success assisting New England families with the sale of their fine art and antiques. Today we are headquartered in a beautiful gallery space in Boston's historic Beacon Hill. We hold four to six auctions annually, each featuring a well-curated selection of paintings, jewelry, and decorative arts.

Skills desired, but not limited to: Adobe Creative Suite (InDesign required), strong attention to detail, creative eye, interest in and experience with social media, ability to work independently, team player willing to participate in all aspects of running a small business.

Responsibilities Include:

Marketing

- Design auction catalogues (approximately four 32-page catalogues per year)
- Design all other print and digital marketing materials, including, but not limited to: promotional mailings, print advertisements, and email marketing
- Design and manage corporate/brand collateral (ex: office signage, lot tags, letterhead)
- Create content for and manage company social media accounts (Facebook, Instagram, Twitter, etc.)
- Maintain physical and digital archives of all advertising content

Photography

- Manage digital photography of inventory: liaise with photographer and coordinate file exchange; style objects for photo shoots; image quality control

Office Administration

- Assist Auction Coordinator with all aspects of the auction process
- Answer phones, receive gallery visitors, manage physical and digital filing systems
- Plan and execute events/receptions, maintain office supply inventory
- Anything and everything required to support our small team and keep the business running smoothly and efficiently

Start date: As soon as possible (Fall 2017)

Inquiries: Lucy P. Grogan, lucy@groganco.com, 617-720-2020