

# PACE

Pace Gallery is seeking an experienced and proactive **Inventory Manager** to oversee art storage for our New York gallery and its related locations. The Inventory Manager will focus on ensuring that artwork is located at the proper Pace facility and will be responsible for moving and allocating inventory between locations as needed while keeping with efficient and effective strategies and budgets. This role will work closely with our Registrar and Operations departments to provide information for budgeting, security and insurance purposes, and will inform staff of any necessary preservation needs.

## Responsibilities

- Ensure accurate inventory for each location and sublocation using the gallery inventory tracking system.
- Keep an open line of communication with our Warehouse Director regarding current inventory and any issues with locations/sublocations.
- Work collaboratively with Sales, Shipping, Registrars, and managers at other Pace locations to guarantee a strategic storage approach.
- Work closely with our Accounting Department to develop reporting methods that consistently lead to achieving or exceeding company financial goals as well as assist in the annual audit processes.
- Actively manage storage at external non-Pace locations, such as third-party shippers and warehouses, minimize this storage and managing budget limits.
- Conduct daily analyses to calculate potential inventory location fluctuations.
- Provide accurate quarterly and year end physical inventory reports.
- Report on inventory activities and changes that affect storage space and location insurance values.
- Develop and implement inventory control procedures and best practices for appropriate storage locations.
- Ensure that all locations comply with safety, security, and disaster recovery requirements as those of our Underwriters and Pace policy.
- Participate on the Warehouse team as needed.
- Manage billing for all inventory locations and operate within annual budget targets.

## Qualifications

- B.A. Degree in Facilities Management or related field.
- Minimum 5 years' experience, with 2 years' in management, in a related position, within fine art or inventory, or its equivalent.
- Extensive knowledge of packing, shipping, condition reporting, and cataloguing high value artworks.
- Experience and knowledge of Warehouse Operations and Inventory control.
- Knowledge of equipment safety standards.
- Experience managing operating and capital budgets.
- Must be extremely detailed oriented and organized.
- Must possess a professional, positive work demeanor when interacting with varying levels of management, staff, vendors, and clients.
- Be a proactive, energetic and upbeat team player who exercises diplomacy and creativity in their work and within their teams.
- Strong knowledge of Microsoft Office Suite/Outlook and database programs.

This position is based at our New York office with a Monday through Friday schedule. In addition to a dynamic and progressive work environment, Pace offers a competitive benefits package, including medical, dental and vision insurance, retirement plans with a company match, flexible spending accounts, and commuter benefits. We encourage a healthy work/life balance and offer a generous vacation policy.

To apply for this position please submit a cover letter and resume to [jobs@pacegallery.com](mailto:jobs@pacegallery.com), with '**Inventory Manager**,' in the subject line.

*Pace is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.*

Position posted on: September 20, 2017