Title:
Project Manager (Immediate Hire)

Description:
At Guardian Fine Art Services, we’re passionate about protecting and preserving the tangible assets of our private clients, families, estates, museums, and corporations. As Wisconsin's only fine art storage and services company, we offer a unique and growing environment with a small, dynamic team.

We're looking for an experienced Project Manager to join us immediately! You'll play a crucial role in planning and executing exceptional service for our clients. We require a detail-oriented individual with a knack for solving complex logistical challenges. As a key client touchpoint, you'll also possess exceptional customer service skills and the ability to communicate effectively with a wide range of clientele.

This Monday-Friday position is based in our beautiful Milwaukee, WI offices, with occasional off-site travel. We welcome applicants who are looking to relocate and those with relevant experience in project management, logistics, or the art world (or a combination!). If you thrive in a fast-paced work environment where no two days are the same, we encourage you to apply.

Key Responsibilities:

Essential duties and responsibilities include the following (other duties may be assigned):

- Organize and oversee projects, including onsite management of Guardian staff when necessary.
- Provide clients with accurate estimates for projects, conducting site visits when necessary for estimates or strategizing logistics.
- Work with third parties on behalf of clients, such as conservators, shippers, and appraisers.
- Close out finished projects and work with billing to ensure client is charged the correct amount.
- Provide museum-level care of all objects moved or stored by Guardian.
- Supervise art handlers, both employees and contract personnel, and assist with art handling, condition reporting, and other services when necessary.
- Manage all object packing and logistics in conformance with fine art shipping standards.
• Work with management and support staff to help maintain precise description and location control of all objects within the facility.
• Assist with release of objects from the facility, either permanently or temporarily. If temporary, maintain location control wherever objects are on loan.
• Understand the business of Guardian, such as logistics, storage, crating, installation, and collection management, and our procedures, including proper art handling.
• Understand the values of Guardian: confidentiality, trust, privacy, security, professionalism, knowledge of art and the art market.
• Prioritize a client-oriented attitude.
• Collaborate with all internal teams to address clients’ needs and questions.
• Flexibility to occasionally travel when necessary.

Qualifications:
• Exceptional organizational skills.
• Must be able to work collaboratively with a variety of individuals including clients, contractors, and co-workers at all levels of the organization.
• Experience handling confidential information with integrity and discretion.
• Excellent written and verbal communication skills, including fluency in written and spoken English.
• Experience managing complex scheduling, broadly.
• Minimum high school diploma, college degree or equivalent experience preferred.
• Must have a valid driver’s license and be eligible to work in the United States.
• Be comfortable working in an environment with incoming and outgoing inventory.
• Must consent to and pass a standard pre-employment background check and DOT drug screening.

Nice To Have:
• Experience with museum-level collections care, condition reporting, cataloging, and/or museum or gallery registration is highly preferred.
• 2+ years project management experience, including developing budgets and supervising staff, broadly defined.
• Familiarity with project management software (i.e. Asana, or others) and database systems.
• Experience with art handling and transportation logistics is a bonus.

Compensation & Benefits:
The starting annual salary for this full-time, permanent position falls between $54,080 to $62,400. We determine the final compensation based on your relevant experience, skills, and qualifications. Additionally, you’ll be eligible for flex time.

This full-time position will be eligible for benefits including:
• Company-funded dental and vision benefits
● 401(k) with a company match
● Company-sponsored Life and LTD insurance
● Monthly phone stipend
● Paid holidays and additional PTO
● FSA / DCFSA Programs and Employee Assistance Program benefits
● Voluntary Accident and Critical Illness insurance coverage
● Out-of-state applicants qualify for relocation reimbursement up to $5,000

To Apply:
To apply, please submit your resume and cover letter as a PDF to Nikita Werner at nwerner@guardianfineart.com. Please note this position is for immediate hire with a target start date no later than July 1, 2024. If you are open to relocating for this role, please include your earliest start date in the email.

Guardian Fine Art is an Equal Opportunity Employer. We are committed to providing employees with a safe and welcoming work environment and prohibit discrimination and harassment of any kind. All employment decisions at Guardian are based on business needs, job requirements, and individual qualifications without regard to race, color, religion, gender identity, sexual orientation, national origin, veteran or disability status, or any other protected status in the areas where we operate.