

Posted 29 April 2021

## **INTERNSHIP – CONTEMPORARY ART**

### **Hong Kong**

Phillips is seeking an enthusiastic, hard-working and motivated intern to fill a fixed-term 2021 Internship in the 20th Century & Contemporary Art department.

Based in our Hong Kong Headquarters within the St. George's Building, the primary focus of the internship will be to gain an insight into the day to day operations of a successful international auction house. The internship would be suitable for applicants with an interest specifically in Contemporary Art but would also welcome applications from candidates with an interest in art generally. The term can be 3-6 months.

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### **Duties and Responsibilities**

The intern will assist in carrying out a range of tasks that support successful delivery of sales administration to help the intern to gain experience that contributes to their own professional development.

The intern will be involved with a variety of different tasks including:

- Administration
  - Archiving
  - Cataloguing
  - Researching
  - Essay writing
  - Translation of texts
  - Helping to set up exhibitions and sales
  - Ad-hoc projects
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### **Professional Skills and Experience**

The ideal candidate will have a passion for art or the art world and be a history of art graduate (or other relevant major.) They should have excellent verbal and written communication skills and fluency in Chinese and English languages as well as the ability to deal effectively and efficiently with multiple tasks while working to meet strict deadlines.

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### **Working Conditions**

Hours of work are 40hpw (9am to 6pm) and internships are paid at minimum wage.

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### **Additional Info**

There is no scope for the internship placement to develop into a permanent position. All candidates must be eligible to work in Hong Kong as we are unable to assist with visa applications for our internship placements.

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To apply, please email a resume and cover letter to [CareersAsia@phillips.com](mailto:CareersAsia@phillips.com)

