

Posted 14 January 2026

JEWELLERY INTERN

Geneva

Phillips is currently seeking an organised and motivated individual to fill a fixed-term internship in the Jewellery department to start from February 2026 till December 2026.

Based in Geneva, the primary focus of the internship will be to gain insight into the day-to-day operations of a specialist department. We welcome candidates with a specific interest in Jewellery. Interns will have a chance to be trained in Phillips' systems and research procedures in order to directly contribute to the department.

By assisting our Jewellery team during the pre-sale period before our fall sales, successful applicants will benefit from this unique opportunity for professional development through hands-on experience in the industry.

Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

The intern will have the opportunity to assist the department at every level in the following ways:

- Organisational tasks to help the sales administrators throughout the pre- and post-sale processes.
- Work closely with the department on a variety of research projects
- Assist with research in Geneva
- Assist with photos and videos of the jewellery being worn
- Help with the travelling exhibition ahead of the auction
- Assist with editorial photo shoot and marketing material
- Assist the cataloguer with compiling certificates, condition reports for the lots
- Assist with the set-up of the exhibition
- Assist with the auction preview, showing jewels to clients, and updating lot details
- Update client mailing lists
- Assist with the shipping process
- Assist with filing, organisation, scanning, and mailings
- Write academic and engaging essays for auction
- Compile auction data for departmental
- Record a variety of auction sale details and
- Participate in auction-day roles
- Ad-hoc research projects on specific artists and galleries.

Professional Skills and Experience

- The ideal candidate will have a passion for jewellery and art.
- They should have excellent verbal and written communication skills and the ability to deal effectively and efficiently with multiple tasks while working to meet strict deadlines.

- The internship is five days per week from Monday through Friday, with flexibility to work on weekends during sale deadlines.

Education and Training

- Must be current college students seeking a Bachelor's degree, or college graduates with a Bachelor's degree

Personal Attributes

- Interest in jewellery
- Strong communication
- Highly organised, team player
- Willingness and desire to learn and ask
- Strong work ethic with effective time management; ability to multi-task, take initiative and work well
- Confidentiality

Working Conditions

- Work is undertaken primarily within the Geneva Office.
- Ability to work evenings and weekends as well.
