

Posted 03 September 2021

## **INTERNSHIP, VARIOUS SPECIALIST DEPARTMENTS**

### **London**

Phillips is currently seeking organised and motivated individuals to fill a fixed-term Internship in their various Specialist Departments.

Based in our London Headquarters at Berkeley Square, 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, Photos and Editions, but we would also welcome applications from candidates with an interest in art generally.

The Intern will assist in carrying out a range of tasks to support the successful delivery of sales administration, in order to gain experience that will contribute to their own professional development.

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### **Duties and Responsibilities**

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

- Administration
- Archiving
- Cataloguing
- Researching
- 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 the ability to deal effectively and efficiently with multiple tasks while working to meet strict deadlines.

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### **Education and Training**

The ideal candidate will have a passion for art or the art world and be a history of art graduate or other relevant major.

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### **Personal Attributes**

The Intern 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.

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### **Working Conditions**

Hours of work are 40 hours per week (9am to 6pm) and Internships are paid at minimum wage.

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### **Additional Info**

This is a six month internship placement, and at present there is no scope for this to develop into a permanent position. All candidates must be eligible to work in the UK as we are unable to assist with visa applications for our Internship placements.

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To apply, please email your CV and cover letter to [careerseurope@phillips.com](mailto:careerseurope@phillips.com), with the subject title: 'Internship, Specialist Departments'.