

Posted 01 November 2021

## **INTERNSHIP, APPRAISALS**

### **New York**

Phillips is currently seeking an organized and motivated individual to fill a fixed-term 5-month internship in the 20th Century & Contemporary Art department, beginning January 2022 and ending in May 2022. The internship is 3 days a week 9am-6pm, specific days to be agreed.

The primary focus of the internship will be to gain insight into the behind the scenes workings of the different types of valuations. Intern will be trained in Phillips' systems and research procedures in order to directly contribute to valuations documents.

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### **Duties and Responsibilities**

- Inputting/typing of small and large collections into Phillips' database.
  - Assist with research in NYC libraries, as well as Phillips' own library, within the scope of Covid-19 restrictions
  - Assist with digital filing, scanning and organization.
  - Learn to use artist catalogue raisonnés.
  - Contact galleries for research and pricing history.
  - Assist with writing artist biographies for use in valuations.
  - Assist with preparing bi-weekly summary of appraisals for presentation to senior specialist.
  - Assist with proofing large valuations for typographical errors.
  - May be asked to help with general 20th Century & Contemporary Art research and/or Trust & Estates department data input when needed.
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### **Professional Skills and Experience**

- Must be current college seniors seeking a Bachelor's degree, or college graduates with a Bachelor's degree, and must be eligible to work in the U.S.
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### **Personal Attributes**

- Interest in 20th Century and Contemporary Art and/or interest in a career within an auction house, but would welcome applicants from candidates with an interest in art generally
  - Deal effectively and efficiently with multiple tasks while working to meet strict deadlines
  - Strong communication skills
  - Highly organized
  - Team player
  - Excellent attention to detail
  - Willingness and desire to learn and ask questions
  - Strong work ethic with effective time management; ability to multi-task, take initiative and work well independently
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### **Working Conditions**

- Work is undertaken primarily within an office environment in our New York location (currently operating remotely with in-office work as needed)
- Ability to work evenings as necessary

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Please submit your resume and cover letter to [Internships@phillips.com](mailto:Internships@phillips.com). Please use the subject header "Internship, Appraisals". Please be advised: due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of the open position. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire