

Posted 28 July 2022

FALL PHOTOGRAPHS INTERN

New York

FALL INTERNSHIP – Phillips is currently seeking a motivated and high growth potential individual to fill an internship in the Photographs department, beginning September 2022 and ending December 2022. **The deadline to apply is August 12th.**

Based in our New York Headquarters at 432 Park Avenue, the primary focus of the internship will be to gain insight into the day-to-day operations of a successful international auction house. We welcome candidates with a specific interest in Photographs. Interns will have a chance to be trained in Phillips' systems and research procedures to directly contribute to the department. 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 in the following ways:

- Aid with maintenance of sale information and a filing system to help the Sale Administrator leading up to sale deadlines
 - Work with Cataloguer, where appropriate, on research projects including trips to libraries, museums, and galleries
 - Record sale results for Photographs auctions
 - Complete ad-hoc research projects on specific artists and galleries including trips to libraries in the city
 - Compile data into appraisals and proposals to assist with business-getting
 - Assist with facilitating smooth operations of the Photographs department
 - Other duties as assigned
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Professional Skills and Experience

- The ideal candidate will have a passion for fine art with specific interest in Photographs and working at an auction house. 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 Tuesday, Thursday, and a half day TBD, 9am to 6pm. Interns are paid at minimum wage.
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Education and Training

Graduate students preferred. Must be current college seniors seeking a Bachelor's degree, or college graduates with a Bachelor's degree.

Personal Attributes

- Interest in Photographs
- Strong communication skills
- Comfortable working with staff at all levels of the department.
- Attentive 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
 - Someone who can see the big picture, without losing sight of the details
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Working Conditions

- Work is undertaken primarily within an office environment in our New York location.
 - Ability to work evenings and weekends as necessary.
 - Newly hired staff must be fully vaccinated by their start date. Applicants unable to comply with this policy due to an underlying medical condition or sincerely held religious belief may be eligible for an accommodation, unless such an accommodation would be unduly burdensome or present a direct threat to the applicant, our employees, or the members of our greater community.
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To apply, please email a resume and cover letter to Internships@phillips.com.