

Posted 20 April 2026

## DESIGN INTERNSHIP

London

Phillips is currently seeking an organised and motivated individual to fill a fixed-term 6 months Internship in the Design department.

Based in our London Headquarters at Berkeley Square, the primary focus of the internship will be to support the Design department with their upcoming auctions, and to gain an insight into the day-to-day operations of a successful international auction house. The internship would be particularly suitable for applicants with an interest specifically in Design.

Phillips' Design department offers examples of 20th and 21st century design including both functional furniture and conceptual works. Our expertise includes European Modernism and Art Deco, French, Italian and Nordic Design, International and American Aesthetic Movement and Arts and Crafts, American Modernism and Studio Craft, contemporary design, architecture, glass and ceramics.

The intern will assist in carrying out a range of tasks to support the successful delivery of auctions within the department assisting with research, proposals, valuations, and general administration. The successful candidate will gain experience in a fast-paced and collegiate environment that contributes to their own professional development.

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

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### Duties and Responsibilities

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

- Assisting throughout the sale cycle with cataloguing and object related tasks
- Assisting with and coordinating research on objects both internally and at external libraries
- Writing catalogue essays
- Helping to set up sale exhibitions
- Assisting Specialists with valuation coordination
- Archiving and maintaining sale documentation records and internal digital library
- Assisting with ad-hoc administrative tasks

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### Professional Skills and Experience

They should have excellent and proven research capabilities.

- They should have excellent research, verbal and written communication skills.
- The ability to deal effectively and efficiently with multiple tasks while working to meet strict deadlines.
- They should conduct themselves in a professional manner.

This position description is not intended to be an exhaustive list of duties, but aims to highlight the typical responsibilities of the position. It may be reviewed at any time. The position holder may be requested to undertake other duties commensurate with the general level of the position.

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### Education and Training

- The ideal candidates will have a passion for Design.
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## Working Conditions

- Hours of work are 40hpw (9am to 6pm) usually at Berkeley Square and occasionally at the Mitcham warehouse, and internships are paid at London living wages.
  - There will be times when you are expected to work occasional evenings around sale deadlines.
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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. **Note that Interviews will take place WKC 13th May and the role will begin on the 1st of June.** 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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Click, apply to submit your details, resume and cover letter.