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BUSINESS INTERN

London

Based in our London Berkley Square gallery, the Business Intern will gain hands on experience supporting multiple departments across the organisation. Working across several core areas including Client Services, HR, Legal, Finance, Marketing, Digital, Operations, Client Strategy and building insight into specialist functions Modern & Contemporary Art, Editions, Design, Watches & Jewels. We're looking for an enthusiastic intern to support the business as a whole. Working closely with team leads and business functions, you will assist with a wide range of tasks that contribute to operational success and project delivery. This is a unique opportunity to understand how creative, commercial and operational teams collaborate to achieve business goals, all while developing professional skills and building industry knowledge.

Duties and Responsibilities

You will be involved in a variety of tasks that support the day-to-day functions of multiple departments, including but not limited to:

- Gaining detailed exposure and experience in a range of business functions.
 - Assisting with administration and organisational tasks to support departmental workflows.
 - Providing outstanding customer service and relationship management with a mix of internal and external clients.
 - Supporting with the planning and preparation of events, communications and project flows.
 - Supporting research and data gathering to inform business activities and reports.
 - Helping prepare internal documents, presentations and summaries for team use.
 - Coordinating with teams to support project tracking and communication.
 - Assisting with digital filing, document management and internal systems.
 - Participating in cross-departmental initiatives and ad-hoc projects as needed.
 - Supporting operational preparation such as events, meetings, and department-specific needs.
 - Engaging in tasks that offer insight into the business lifecycle from strategy to execution.
 - Ad hoc queries and tasks as per required from time to time.
 - Managing confidential and private information in the strictest of confidence.
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Professional Skills and Experience

- Passion for the art world and interest in creative business operations.
- Excellent verbal and written communication skills.
- Strong organisational skills with meticulous attention to detail.
- Ability to manage multiple tasks while meeting deadlines.
- Proactive attitude with enthusiasm for learning and teamwork.
- Comfortable working collaboratively across departments and supporting diverse teams.

Education and Training

- Graduate in Business, Arts Management, Cultural Studies, Communications, Marketing or related field.
- An interest and background in Auction, Art History or luxury desirable.
- Previous experience in office or professional settings is a plus but not required.

Personal Attributes

- Ability to communicate in a professional manner with a wide variety of people including written and verbal communication.
- Excellent time management skills with the ability to work under pressure.
- Ability to deal effectively and efficiently with multiple tasks.
- Proactive with Excellent organization skills.
- Meticulous attention to detail.
- Ability to work professionally and collaboratively with all other areas within the business.
- Ability to handle confidential information discreetly and responsibly
- Ability to learn Phillips' internal programs, systems and software

Working Conditions

- Work is undertaken primarily within an office environment in our Berkeley Square location.
- Working hours are between Monday to Friday 9:00-6:00

Additional Info
