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SPRING MODERN & CONTEMPORARY EDITIONS INTERNSHIP

New York

FOUR MONTH INTERNSHIP – Phillips is currently seeking an organized and motivated individual to fill a fixed-term, four-month internship in the Editions department, beginning **11 January** and ending **28 May, 2027**.
The deadline to apply is **23 November, 2026 at 5pm EDT**.

The primary focus of the internship will be to gain insight into the day-to-day operations of a specialist department. We welcome candidates with a specific interest in Modern and Contemporary Prints and Multiples. Interns will have a chance to be trained in Phillips' systems and research procedures in order to directly contribute to the department.

By assisting our Editions team during the pre-sale period before our October sales, successful applicants will benefit from this unique opportunity for professional development through hands-on experience in the art industry. 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 at every level in the following ways:

- Organizational tasks to help the sale manager throughout pre-sale processes.
- Work closely with department on a variety of research projects.
- Learn to use catalogue raisonnés related to prints and multiples.
- Write academic and engaging essays for online content to support the sale.
- Conduct research in our Phillips Editions library.
- Conduct research in NYC libraries.
- Assist with digital filing and organization.
- Assist with managing department consignment inbox.
- Gather and format information for proposal documents.
- Monitor internal channels for editing deadlines and status updates.
- Track and record a variety of auction sale details and results.
- Participate in auction-day roles for sales across all departments.
- Ad-hoc research projects on specific artists and galleries.

Professional Skills and Experience

- The ideal candidate will have a passion for fine art with specific interest in prints and multiples. 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 five days per week scheduled Monday through Friday, 9 am to 6 pm, with flexibility to work on weekends during sale deadlines. Interns are paid at minimum wage in New York.

Education and Training

- Must be current college students seeking a Bachelor’s degree, or college graduates with a Bachelor’s degree.

Personal Attributes

- Interest in Editions & Works on Paper.
- Interest in writing and research.
- Strong communication skills.
- Highly organized, team player.
- 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.
- Must be based in the New York area and able to come into our offices on Park Avenue.

Working Conditions

- Work is undertaken primarily within an office environment in our New York location.
- Ability to work evenings and weekends as necessary.

Additional Info

- The hourly pay for the role is $17.50 per hour.

To apply please visit: https://phillipsauctioneers.bamboohr.com/careers/545 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.To apply, please email a resume and cover letter to careers@phillips.com.