

Posted 21 July 2026

FALL DROPSHOP INTERNSHIP

New York

4 MONTH PAID FALL INTERNSHIP- Phillips is currently seeking motivated, detail-oriented individuals who work well in deadline-driven environments for our fixed-term, 4-month-long Fall internship with a part time schedule in the Ecommerce department, beginning on **September 8, 2026** and ending on **December 18, 2026**.

The deadline to apply is **Tuesday, August 4th, 2026 at 5:00pm EST**

Based in our New York Headquarters, the primary focus of the internship will be to gain insight into the day-to-day operations of a major international auction house, with a specific focus on Ecommerce. As the leading global house focused on 20th Century and Contemporary art, design, and luxury items, Phillips is at the forefront of innovative concepts and services. Our Dropshop platform connects our audience directly with the influential artists, collaborators, and brands shaping today's contemporary culture. 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.

Duties and Responsibilities

- Provide one-to-one support for the department by fielding department phone calls, answering basic questions in a polite and professional manner
- Manage general Dropshop inbox, reviewing and answering pre-drop inquiries and facilitating post-drop communication, inclusive of Know Your Client (KYC) Verification, Billing & Shipping Updates
- Coordinate with Marketing, Creative, and Press departments to support seamless campaign rollouts, including but not limited to asset and copy delivery, partner feedback and final approval
- Write/prepare editorial notes for each drop in collaboration with marketing team
- Build and maintain product and collection pages in Shopify for upcoming Dropshop releases, uploading images, cataloguing information, and content to ensure an accurate and visually engaging customer experience.
- Review and reconcile Dropshop purchases, updating fulfillment status post-drop
- Manage Dropshop document archive, specifically relating to legal, cataloguing, and digital assets
- Liaise with internal projects leads in marketing, product, technology, and operations as required
- Assist with warehouse fulfillment operations as needed, including preparing shipping labels, customs forms, packing limited-edition prints, preparing sold works for shipment to ensure orders are fulfilled accurately and on schedule.

Professional Skills and Experience

- The ideal candidate will have a passion for modern and contemporary art. 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.
- Previous relevant experience and/or education preferred.

Education and Training

- College graduates with a Bachelor's degree, or current college students with full-time, in-person availability.

Personal Attributes

- Passionate interest in 20th Century and Contemporary Art and/or interest in a career within an auction house
- Strong communication skills

- Process oriented
 - Enjoys working with others towards a common goal
 - Attentive to detail
 - Willingness and desire to learn and ask questions
 - A nimble problem solver with an entrepreneurial spirit
 - 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
 - Ability to work evenings and weekends as necessary.
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Additional Info

- The hourly pay for the role is \$17.00 per hour.
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To apply please visit: <https://phillipsauctioneers.bamboohr.com/careers/554>. 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.