

FALL JEWELRY INTERNSHIP

New York

THREE MONTH INTERNSHIP – Phillips is currently seeking an organized and motivated individual to fill a fixed-term, three-month internship in the Jewelry department, beginning October 1, 2026, and ending on December 18, 2026.

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 specialist department. We welcome candidates with a specific interest in Jewelry. 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 Jewelry team during the pre-sale period before our fall sales – successful applicants will benefit from this unique opportunity for professional development through hands-on experience in the 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 administrators throughout pre and post-sale processes.
- Work closely with department on a variety of research projects.
- Assist with video of the jewelry
- Update client mailing lists
- Assist with the shipping process
- Assist with filing, organization, scanning, and mailings
- Write academic and engaging essays for auction catalogues.
- Compile auction data for departmental reports.
- Record a variety of auction sale details and results.
- Participate in auction-day roles, 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 jewelry. 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 four days per week from Monday through Thursday, 10am to 5pm,, 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 jewelry
- 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.

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 \$17.00 per hour.

To apply please visit: <https://phillipsauctioneers.bamboohr.com/careers/574>. 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.