

PHILLIPS

POSITION DESCRIPTION

JOB TITLE: INTERN	DEPARTMENT: DESIGN
REPORTS TO: ANTONIA KING, HEAD OF SALE, DESIGN	LOCATION: LONDON
POSITION TYPE: INTERNSHIP	EFFECTIVE DATE: FEBRUARY 2023

PRIMARY FUNCTION

THREE MONTH INTERNSHIP. Phillips is currently seeking an organised and motivated individual to fill a fixed-term, three-month internship in the Design department, beginning in February and ending at the end of April 2023.

Based in our London Headquarters at 30 Berkeley Square, the primary focus of the internship will be to gain insight into the day to day operations of a successful international auction house. We welcome candidates with a specific interest in Design. Interns will have a chance to be trained in Phillips' systems and research procedures in order to directly contribute to the departments.

By assisting our teams during the pre-sale period through the April 2023 Design 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

- Work closely with the Cataloguer and Research Coordinator with researching Design works for the production of online auction catalogues.
- Assist with record keeping, filing, organisation, reviewing of literature resources, and mailings.
- Visit offsite libraries to source additional research material.
- Assist with writing academic and explanatory texts for property consigned for sale.
- Work closely with Specialists with research projects for valuations and prospective consignments.
- Accompany the Cataloguer to the warehouse, as requested, to provide additional support with the physical cataloguing of Design works.
- Assist with ad-hoc pre-sale auction and exhibition activities and provide support to the Department as required.
- Participate in auction-day roles for any spring sales, across all departments.

PROFESSIONAL SKILLS AND EXPERIENCE

- The ideal candidate will have a passion for Design and an interest in the arts.
- 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.

EDUCATION AND TRAINING

- University graduates with a bachelor's degree preferred.

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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PERSONAL ATTRIBUTES

- Interest in Design.
- Exceptional attention to detail.
- Strong communication skills.
- Highly organised, team player.
- Willingness and desire to learn and ask questions.
- Handle information with the strictest of sensitivity and confidentiality.
- Strong work ethic with effective time management; ability to multi-task, take initiative and work well independently.

WORKING CONDITIONS

- The internship is five days per week from 10 am to 6 pm.
- Work is undertaken primarily within an office environment in our London location.

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