

Posted 27 September 2023

## INTERNSHIP – ALL DEPARTMENTS

Hong Kong

Have you ever wondered what its like to work at an auction house? Are you passionate about collectibles? Do you have a knack for research and writing? Then this is an exciting opportunity for you.

Phillips is seeking enthusiastic, hard-working and motivated individuals to fill internships across all our selling categories – 20th Century & Contemporary Art, Watches and Jewelry.

Based in our Hong Kong headquarters, the primary focus of the internship will be to gain an insight into the day-to-day operations of a leading international auction house.

We accept applications throughout the year, but kindly note we fill internships on an as needed basis / rolling basis. Typically internships last 3-6 months during the Fall, Spring and Summer auction seasons, and candidates are usually contacted for interviews in September, January-February and June, respectively.

We want to open the doors of the auction world to all those with a passion for our 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. We are looking for people that can bring a different vision and perspective to Phillips.

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### Duties and Responsibilities

Our interns will gain valuable hands-on experience supporting our auctions and selling exhibitions from a variety of different perspectives, while working side-by-side with a team of passionate experts in their fields. You will be supported and mentored throughout your time at Phillips, and involved in a wide variety of exciting projects.

Interns will assist in carrying out a range of tasks that support the successful delivery of our sales, including:

- Administration
- Archiving
- Cataloguing
- Researching
- Essay writing
- Translating texts (contingent on the candidate's linguistic skills)
- Helping set-up exhibitions and sales
- Ad-hoc projects

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### Professional Skills and Experience

- Applicants should have excellent verbal and written communication skills.
- The ability to deal effectively and efficiently with multiple tasks while working to meet strict deadlines.

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### Education and Training

The ideal candidate will have a passion for the world of collectibles, and will have recently attained – or is seeking to gain – relevant credentials in their area of interest.

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## Working Conditions

- Hours of work are 40hpw (9am to 6pm) and internships are paid at minimum wage.
  - Interns must be available daily Monday to Friday, and on occasional weekends in line with the auction schedule.
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## Additional Info

All candidates must be eligible to work in the HK as we are unable to assist with visa applications for our internship placements.

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