

Posted 06 June 2024

INTERN

Tokyo

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.

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

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
 - 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 in Japanese and English.
 - 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 (e.g. art history).
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Working Conditions

- Work is primarily undertaken in our Tokyo office.
- Hours of work from 20 to 30hpw (10am to 6pm) and internships are paid at minimum wage.
- Interns must be available at least 2-3 weekdays per week, and on occasional weekends in line with the demands of the business.
- Weekend and after-hour work may be required.

Additional Info

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