**POSITION DESCRIPTION**

<table>
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<th>JOB TITLE: INTERN</th>
<th>DEPARTMENT: 20TH CENTURY AND CONTEMPORARY ART</th>
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<td>REPORTS TO: ADMINISTRATOR, 20TH CENTURY AND CONTEMPORARY ART</td>
<td>LOCATION: NEW YORK</td>
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<td>POSITION TYPE: INTERN</td>
<td>EFFECTIVE DATE: AUGUST 1, 2016</td>
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**PRIMARY FUNCTION**

FOUR MONTH FALL INTERNSHIP – Phillips is currently seeking an organized and motivated individual to fill a fixed-term, full-time, four-month internship in the 20th Century & Contemporary Art department, beginning September 6th, 2016.

Based in our New York Headquarters at 450 Park Avenue, 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 20th Century & Contemporary Art, but would also welcome applications from candidates with an interest in art more generally. Interns will have a chance to be trained in Phillips’ systems and research procedures in order to directly contribute to the department throughout an entire sale cycle.

By assisting in our three fall sales—New Now, 20th Century & Contemporary Art Evening Sale, and 20th Century and Contemporary Art Day Sale—successful applicants will benefit from this unique opportunity for professional development through hands-on experience in the art industry.

**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 leading up to sale deadlines
- Work closely with Specialists on research projects on specific collections and works of art to prepare them for valuation
- Prepare materials for catalogue layout and assist with catalogue production for each sale
- Compile data into appraisals and proposals to assist with business-getting
- Record sale results for Phillips sales and our competitors
- Assist with sale viewing set-up in gallery space
- Participate in auction-day roles for all Fall sales, across all departments
- Ad-hoc research projects on specific artists and galleries

Additionally, the intern will benefit from the following enrichment experiences:

- Property review sessions at our Long Island City warehouse to first-hand inspect works of art with Specialists
- Monthly gallery and/or museum visits with members of our department

**PROFESSIONAL SKILLS AND EXPERIENCE**

- The ideal candidate will have a passion for fine 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.
- The fall internship is full-time, five-days per week from Monday thru Friday, 9 am to 6 pm, with flexibility to work on weekends during sale deadlines. Interns are paid at minimum wage.

**EDUCATION AND TRAINING**

- Must be current college seniors seeking a Bachelor’s degree, or college graduates with a Bachelor’s degree, and must be eligible to work in the U.S.

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.
PERSONAL ATTRIBUTES

- Interest in 20th Century and Contemporary Art and/or interest in a career within an auction house
- 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
- Must be legally eligible to work in the United States without sponsorship

To apply, please email a resume, cover letter, and a 500-word writing sample on an art-related topic of your choosing to Careers@phillips.com.