

SOTHEBY'S INSTITUTE OF ART LONDON – PUBLIC PROGRAMMES INTERNSHIPS

Sotheby's Institute of Art was established in 1969 by Sotheby's Auction House to train people to become experts in the arts and help support the company's core competencies. Since 2003, Sotheby's Institute of Art has been independently owned by Cambridge Information Group and is now among the world's leading academic centres dedicated to quality, excellence and innovation in art education. Sotheby's Institute of Art's faculty comprises over 40 full-time leading international experts and analysts in the areas of art business, contemporary art, photography, fine and decorative art, and Asian art.

General information

Position Description: Public Programmes Intern
Reporting to: Gillian McIlwaine, Public Programmes Manager
Duration: 3-4 months
Days per week: 5 days
Hours: 9am-5pm, 1 hour for lunch
Allowance: £10 stipend per day against receipts for lunch and travel
Location: Sothebys Institute of Art, 30 Bedford Square, London WC1B 3EE

Description

Sotheby's Institute of Art - London Public Programmes internships are open to candidates who display an interest in art, education or business. As part of the Public Programmes department, the position will support the design, marketing and delivery of short courses and tailor-made corporate courses. The interns will be involved in initiatives such as course planning, reaching new customers, responding to clients queries, as well as support during course delivery. Interns will gain exposure to the day to day activities of the Institute and the role it plays within the art world. They will have the opportunity to attend lectures, and meet participants and speakers.

To learn more about Public Programmes Department:
<http://www.sothebysinstitute.com/day-evening-courses.html>

General requirements

Candidates will only be considered if over 18 years of age with a minimum of 3 A-Levels or equivalent. Fluency in written and spoken English is mandatory, other languages besides English a plus. Proficiency in Microsoft Outlook, Word, Excel, PowerPoint is needed as well as experience of using information management systems and of conducting internet-based research.

Successful candidates will be well-presented and have a demonstrated ability to multi task. There will be a three-week trial period to ensure that the candidate and department work well together.

How to apply

Complete the Sotheby's Institute of Art Internship Application Form and send to:

Gillian McIlwaine
Public Programmes Manager
Sothebys Institute of Art – London
30 Bedford Square
London WC1B 3EE
Tel: +44 (0)20 7462 2490
Email: g.mcilwaine@sothebysinstitute.com

APPLICATION FORM – Public Programmes Internship

1. Personal Details

Title (Mr, Miss, Ms, Mrs, etc.):

First Name:

Surname:

Nationality:

Date of Birth: Day/Month/Year:

Permanent Home Address:

Telephone:

Fax:

E-mail:

2. Education

Higher Education (Degree, Diplomas etc., held or being currently taken. Include expected grade or GPS if none has yet been awarded). Please note that only candidates with a BA or equivalent degree will be considered.

Subject	Degree	University/Institution	Dates
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3. Languages

Fluent (F), Competent (C), or Basic (B) in each of the following categories

Language	Writing	Reading	Conversation

4. Employment

Please enclose your Curriculum Vitae or résumé.

5. Reasons for Your Choice

Please use a separate sheet if necessary.

a. Please state briefly why you have applied for this internship.

b. Please outline any professional or academic experience relevant to the position.

- c. Please briefly describe future career goals.

6. References

Please state the names and addresses of two professional or academic referees whom we may contact immediately if necessary. References should NOT be sent to us unless specifically requested.
(Name/Address/Telephone)

1. _____ 2. _____

7. Working Documentation

Do you have valid documentation to work in London? Please circle the appropriate answer.

- Y (please specify) _____ N _____

We are unfortunately unable to make any visa arrangements for internship applicants.

8. Duration

Earliest date available from on full-time basis:

9. How did you initially hear about Sotheby's Institute of Art - London?

Please indicate at least one:

- Advert/editorial
- Sotheby's Institute of Art – London brochure
- Sotheby's Institute of Art – London website
- College lecturer or careers adviser
- Sotheby's office abroad
- Sotheby's office London
- Sotheby's publication
- Sotheby's website
- Internet
- Guide to educational courses
- Reputation
- Past Sotheby's Institute student
- Gallery, dealer, art association
- Other – please state

Please return completed application form to:

Gillian McIlwaine
Public Programmes Manager
Sothebys Institute of Art – London
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Email: g.mcilwaine@sothebysinstitute.com