

DICKINSON

Internship Programme 2015

The programme is run for the benefit of applicants with a genuine interest in art, business and a career in the art world. Successful applicants will spend several months (ideally a 3-6 month commitment) working cross-departmentally within the company, gaining an insight into the daily routine of an international commercial art gallery.

Responsibilities may include, but are not limited to:

- Administrative assistance (filing and archiving, library organisation, database management)
- Reception and Front of House duties, directing client enquiries and greeting guests
- Delivering or collecting works of art or running other relevant errands
- Library research for the Directors
- Helping to research, prepare, install, and set up exhibitions or art fairs

Eligibility:

Dickinson receives many applications for internships and undertakes a selection process based on a formal application and interview. Fluency in English, and excellent verbal and written communication skills are essential. We are especially interested in candidates who meet the below qualifications:

- History of Art Degree (or other related qualification)
- Previous work experience – either voluntary or paid – within the art sector
- Ability to demonstrate client-facing experience
- Excellent computer skills
- Enthusiasm for art and a flexible attitude

Terms and conditions:

Interns will be employed with an initial one month probationary period. The standard hours are Monday to Friday 9:30 am to 5:30 pm, with an hour for lunch, although though this may vary during busy periods. (We will also consider interns who are available on a part-time basis.) Professional and appropriate attire is expected of all Interns. Men must wear a jacket and tie, and women should dress with commensurate formality.

To apply, please send a cover letter and current CV to Dr. Molly Dorkin (molly@simondickinson.com). Applicants from abroad must be able to demonstrate to our satisfaction that they have all necessary permissions and papers to enable them to work at Dickinson.

We do not organise or sponsor visas.