

# DICKINSON

Simon C. Dickinson Ltd  
58 Jermyn Street  
London SW1Y 6LX

*Agents and Dealers in Fine Art*

OLD MASTERS. BRITISH AND SPORTING  
IMPRESSIONIST. MODERN. CONTEMPORARY

REGISTERED IN ENGLAND  
NO. 3270566

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, with flexibility if interns are interviewing for full-time positions) working cross-departmentally within the company, gaining an insight into the daily routine of an international commercial art gallery. Interns are accepted on a rolling, as-needed basis throughout the year.

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
- Research at the Gallery library and at other London libraries
- Helping to prepare, install, and set up exhibitions or art fairs, including hanging and lighting pictures

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; additional languages are helpful. 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, with knowledge of both PC and Mac (including iPhone and iPad), and experience with both Word and Excel. Experience with InDesign would also be useful.
- Experience using social media in a professional/business context
- Enthusiasm for art and a flexible attitude

Terms and conditions:

Interns will be employed for 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 this may vary during busy periods. 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

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cover letter and current CV to Dr. Molly Dorkin ([molly@simondickinson.com](mailto: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 for interns.