

Associate  
Specialist  
Training  
Programme

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CHRISTIE'S

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## General Introduction

Thank you for your interest in Christie's Associate Specialist Training Programme. If you are seeking to combine your passion for the arts with the challenges of an international auction business, this is the right place to start.

Our employees are our number one asset – the custodians of Christie's reputation, expertise and connoisseurship – and are also an integral part of a global business, delivering outstanding client service and contributing directly to the success of our company.

This programme has been designed to provide both practical and formal training in a challenging and varied context. You will gain experience in all aspects of the business from handling some of the world's most exquisite works of art and putting together exhibitions, to working directly with clients.

Our selection process is challenging with places on the training programme highly sought after. If you complete the programme successfully, the prospect of an exciting career in the art world awaits you!

**CHRISTIE'S** – A LEADING **global** ORGANIZATION  
WHERE...ART IS OUR **passion**,  
**employees** ARE OUR MOST VALUED ASSET,  
THERE ARE **opportunities** TO LEARN AND GROW  
AND YOU CAN MAKE A **difference**  
IN CELEBRATING AND ADVANCING  
THE FINE ARTS

# An Insight into the Programme

Christie's Associate Specialist Training Programme provides a firm grounding in both the art market and the commercial business of an auction house.

**Learning through experience** Through hands-on placements in a range of departments you will learn new skills and develop new interests. The scope is broad and provides you access to the inner workings, both administrative and



technical, of an international auction house. You will learn the techniques involved in handling works of art: from research and authentication to providing estimates and cataloguing. You will need an open mind, plenty of flexibility and enthusiasm.

You will be at the heart of the World's Leading Art Business, and if you seize every opportunity you will learn a great deal.

**Building client relationships** Clients are always our primary focus and we constantly strive to exceed their expectations. You will learn what they expect from us and how to live up to our standards for exceptional client service.



**Discovering the auction world** The sales themselves are at the heart of our business. This is the moment when all the hard work comes together, and a great opportunity to display your teamwork and organisational skills. No sooner does the hammer come down on the last lot of a sale than the next exciting event occurs. Perhaps we have discovered an outstanding collection, or we are meeting the deadline for the next catalogue. Maybe you will help to develop new client contacts or work on an exhibition launch.

However, in addition to the glamour comes the hard work behind the scenes. You will have the opportunity to examine the intricate workings of Christie's from the inside: procedures, contracts, consignment agreements, financial management, sales administration and the interaction between support departments and specialist art departments.

No training programme would be complete without a little diversity. At some point, you will probably find yourself in the warehouse unpacking a crate to establish an inventory or handling seat reservations for an evening auction.



Wherever you start your training, you will be considered a key member of the team from the onset. You can look forward to a friendly atmosphere with an infectious enthusiasm and passion for our work.

# The Programme Structure

**Start Dates** Applications for the Associate Specialist Training Programme are not currently being accepted. Please do continue to monitor the website for further information regarding a possible 2013 Programme.



**Destination Departments** The 2013 Programme will continue to focus on emerging markets in Asia, Russia and the Middle East. A strong interest, knowledge base and relevant language capability in these areas will be a preferred component in the screening process.

**Practical Placements** The duration of the programme is 24 months and typically consists of practical placements and separate training modules.



We aim to offer four to six placements in various departments throughout the company including support and specialist areas of the business.

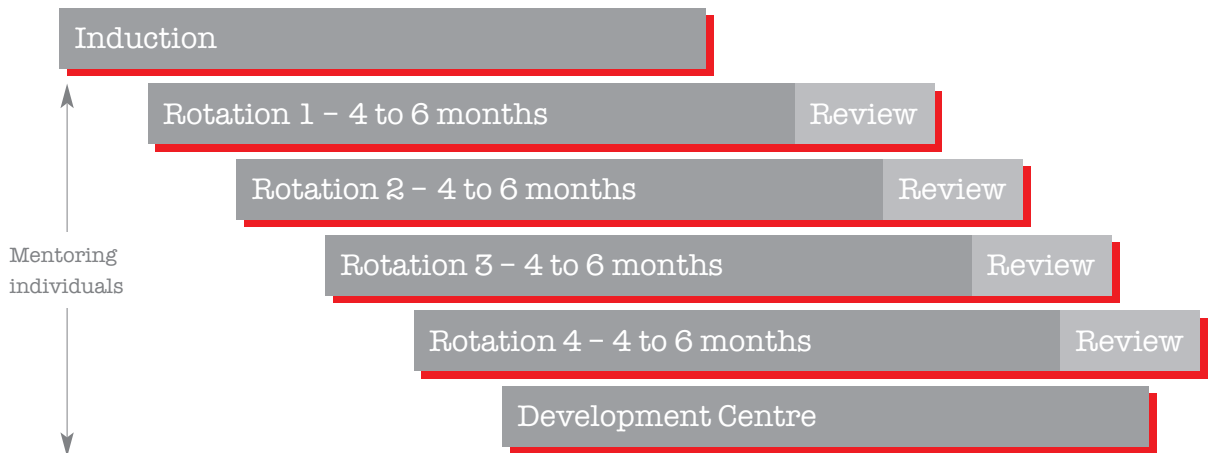
Trainees will experience at least two placement options in specialist departments. Please note that we will do our best to place you in the departments that match your interests.

**Formal Training** In an effort to not disrupt your busy schedule, formal training modules will ideally take place outside of the placement periods. These may consist of:

- Workshops and case studies concerning key issues  
(e.g. legal, shipping, insurance or catalogue production)
- Training options on a variety of skills relevant to your needs  
(e.g. interpersonal skills, client management, time management)
- Visits to external institutions

# The Training Structure

The diagram below shows an overview of the current structure and timeframe of the programme.



**Induction** The training programme starts with a structured induction schedule. You will be introduced to Christie's in further detail with a particular emphasis on the company's work ethic, client focus and pursuit of excellence. Practical training will be organised to familiarise yourself with the office equipment and computer systems.

**Monitoring Progress** You will be assigned a mentor who will be available to take a personal interest in your development and can provide advice and guidance. You will also receive feedback from a nominated department supervisor with a formal evaluation to take place upon the completion of each placement.

In addition, the Human Resources department will review your progress on a regular basis to ensure that your development needs are being met. Career guidance will also be offered throughout the programme.

## Securing your place on the Programme

**Qualifications** By looking at the successful development of our own staff, we have compiled a list of the attributes that we are looking for in a candidate:

- Commercial/business experience (minimum 2 years)
- A degree in an arts related subject or a one-year diploma from Christie's Education or similar organisation
- A passion for the arts
- An understanding and knowledge of the art market
- Enthusiasm and dedication
- Client focus and interpersonal qualities
- Team spirit
- Excellent communication skills in English
- Fluency in at least one other language (desirably Russian, Mandarin, Cantonese, Arabic)
- Leadership experience
- Project management experience
- IT skills

**All candidates must have either a valid UK/ EU or US work permit as these placements will be based in either London or New York.**

# Your Prospects

At the end of the Programme you will transition to a role as an Associate Specialist and will be given the opportunity to acquire the knowledge and skills to become a leading Specialist in your agreed field. As your career develops, you will have privileged access to the most valuable objects and the most prestigious clients.

As you progress, you will be able to share your passion with like-minded colleagues and clients. This may lead you to take on the role of Head of Department or even as an International Specialist.



Some of the responsibilities of a specialist include:

- Client contact
- Research and cataloguing
- Art valuations and advice
- Consignment negotiation and proposals for business
- Business-getting activities and travel
- Involvement in the planning of exhibitions and sales
- Public relations

**Benefits** A competitive remuneration package, including salary, bonus and benefits, will be offered.

## Career Opportunities at Christie's

You will be given regular opportunities to discuss career options with your placement supervisor, mentor and Human Resources representative.

**About Christie's** Christie's, the world's leading art business had global auction and private sales in 2010 that totaled £3.3 billion / \$5.0 billion. Christie's is a name and place that speaks of extraordinary art, unparalleled service and expertise, as well as international glamour. Founded in 1766 by James Christie, Christie's conducted the greatest auctions of the 18th, 19th and 20th centuries, and today remains a popular showcase for the unique and the beautiful. Christie's offers over 600 sales annually in over 80 categories, including all areas of fine and decorative arts, jewellery, photographs, collectibles, wine, and more. Prices range from \$200 to over \$80 million. Christie's has 53 offices in 32 countries and 10 salerooms around the world including in London, New York, Paris, Geneva, Milan, Amsterdam, Dubai and Hong Kong. More recently, Christie's has led the market with expanded initiatives in emerging and new markets such as Russia, China, India and the United Arab Emirates, with successful sales and exhibitions in Beijing, Mumbai and Dubai.

## Contacts

For more information please go to [www.christies.com/about/careers](http://www.christies.com/about/careers)