



# CHRISTIE'S

## Graduate Internship Programme

### What is a Graduate Intern?

Christie's allows successful applicants to spend six months working within the Company gaining an insight into the work of an international auction house and observing the day-to-day operations.

The programme is run for the benefit of applicants with a genuine interest in art, business or a career in the Art World. It aims, by allowing interns to immerse themselves in the practical operations of the company, to provide an insight into Christie's work and its role in the Art World.

### Practical Experience/ Objectives

Christie's believes that experience is best gained through practical involvement in the activities of our departments. As a result Graduate Interns will be given the opportunity to participate in ways which are designed to enable them to gain an overview of each different aspect of the department's activities.

#### Normal tasks allocated include:

- Administration
- Archiving
- Catalogue notes
- Research
- Managing libraries
- Helping to set up exhibitions
- Covering phones
- Specific projects

### Terms, Conditions and Payment

Graduate Interns will be employed on a six month fixed-term temporary contract with an initial one month probationary period at the beginning of the programme.

Graduate Interns will be entitled to £240.00 per week. After 3 months graduates can join the corporate gym.

There are two intakes a year in January and July. To allow others an opportunity to gain experience we regret that Internships cannot extend beyond a total duration of 12 months.

#### Hours

The standard hours worked by Christie's are 9:00am to 5:00pm. In order to ensure that Graduate Interns benefit to the greatest extent possible from their experiences at Christie's we recommend that they keep to these hours.

Many of Christie's most exciting and interesting events and activities such as major sales and functions take place in the evenings. We strongly recommend that Graduate Interns become involved in these events – if possible by taking an active role in their organisation.

### **Dress Code**

Professional and appropriate attire is expected of all Graduate Interns. For women this means dresses, skirts or tailored trouser suits. Men must wear a suit and a tie. Jackets must always be worn in public areas.

### **Choice of Department**

Graduate Interns will be allocated to a department depending on their specified choice and availability. Although we do everything in our power to place them in the department of their choice, this is not always possible due to the number of applicants and places available in those departments. Please be assured that wherever individuals are placed they will gain an overall insight into Christie's, whether it is in a specialist, business or administrative department.

### **Eligibility**

We undertake a selection process based on formal criteria, the online application form and/or an interview. Examples of the key criteria include:

- History of Art (or other relevant area) Graduate and/ or a minimum of 12 months work experience in an art related field
- Language Skills (fluent in English)
- Ability to demonstrate client facing experience

### **How to Apply**

Complete the Graduate Internship Application Form online at:

<http://www.christies.com/about/careers/internships/uk/>

We regret that demand for Graduate Internships usually exceeds availability of places on the scheme.

### **Working Documentation**

Applicants from abroad must also be able to demonstrate to our satisfaction that they have all necessary permissions and papers to enable them to attend at Christie's as a Graduate Intern. We do not organise Visas for those individuals coming from abroad – they must arrange this themselves.



## CHRISTIE'S MISSION STATEMENT

### **WHO WE ARE**

We are the world's most potent marketplace for buying and selling art

### **WHAT WE BELIEVE**

We believe that art is the essence of human civilisation and that Christie's is a vital conduit for the preservation and transmission of art from one generation to the next. Christie's role in this process is part of the fabric of cultural history.

### **WHAT WE DO**

Our role as auctioneer is to achieve the highest possible bid for a work of art. We add value through our expertise, our profound knowledge of art, and our skill in creating the auction experience. Throughout our history, the value of many works sold has been enhanced by their relationship with Christie's.

### **HOW WE BEHAVE**

Our reputation is built on trust. We must bring honesty and integrity to all our relationships as we strive to increase value for Christie's and our clients.

### **HOW WE SUCCEED**

We are a service business, which is deeply committed to art. Each of us, through our diverse strengths, contributes to building the lasting relationships with buyers and sellers that are the cornerstone of our business. Our success comes from balancing tradition and innovation in the spirit of our founder, James Christie.



## CHRISTIE'S CORE VALUES

### **TEAMWORK**

Works collaboratively with others to accomplish Christie's and departmental goals and communicates openly with employees at all levels.

### **PASSIONATE EXPERTISE**

Demonstrates enthusiasm for Art, for learning and Christie's tradition.

### **EXCEPTIONAL CLIENT SERVICE**

Uses creativity and expertise to create exceptional internal and external service experiences and build trusting long term relationships with clients.

### **BUSINESS JUDGEMENT**

Makes decisions and acts in a way to promote long-term profitability and enhance Christie's position as the leading fine art auctioneer

### **INTEGRITY**

Works to achieve honesty and transparency and upholds high standards of personal and professional [compliance/ integrity] in all aspects of Christie's business.

### **INNOVATION**

Demonstrates a commitment and enthusiasm for improving the way in which Christie's does business.