



CHRISTIE'S

Saleroom Assistant Programme

What is a Saleroom Assistant?

Saleroom Assistants are placed within the Operations Function based at South Kensington, to help with the setting up of Viewings and Sales, helping the Saleroom Porters and Viewing Assistants to hang and /or display all items (pictures, furniture, china, collectibles) submitted for sale

Key responsibilities/tasks

(Duties include but are not limited to the following)

- Departmental support including general assistance with Views, Sales etc as appropriate
- Operate video machines for sales
- Handling and movement of works of Art pre and post sale
- Clearing salerooms and preparing for the next sales

Who should apply?

- University Graduate and/ or a minimum of 12 months work experience in an art related field
Or, can be a school leaver, pre-university, studying History of Art at 'A' Level/ Highers
- Languages preferable not essential (English must be fluent)
- Good at working in a team
- Common sense and ability to work under pressure
- Flexibility and enthusiasm in approach to work

Terms, Conditions and Payment

Terms, Conditions and Payments

Saleroom Assistants will be employed on a five and half month fixed-term temporary contract with an initial one month probationary period at the beginning of the placement.

Saleroom Assistants will be entitled to £240.00 per week. After 3 months, Assistants can join the corporate gym.

There are two intakes a year in February and September. To allow others to gain experience we regret that Saleroom Assistants cannot extend beyond a total duration of 12 months.

Hours

The standard hours worked by Christie's are 9:00am to 5:00pm.

Dress Code

Professional and appropriate attire is expected of all Saleroom Assistants. White shirts are to be worn with trousers or skirts. An apron will be provided.

How to Apply

Complete the Saleroom Assistant Application Form at:

<http://www.christies.com/about/careers/internships/london/saleroom-assistant.aspx>

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 Saleroom Assistant. 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.