

Sotheby's

SOTHEBY'S SUMMER INTERNSHIP PROGRAMME 2014 **APPLICATION FORM**

Interns will be placed in either an art specialist or business department for 8 weeks, from Tuesday, June 10, 2014 to Friday, August 1, 2014.

Please complete this application form in full, writing clearly in black ink, or type text.

Your cover letter, resume, and completed application form must be submitted by email to Internshipsus@sothebys.com by **Friday, January 17, 2014 at 5:00pm.**

Selected candidates will be invited for a first round interview. Sotheby's will communicate final decisions to all applicants by **Friday, March 7, 2014.**

Questions? Please contact us at Internshipsus@sothebys.com

PERSONAL DETAILS

LAST NAME: _____

FIRST NAME: _____

TITLE: _____

PERMANENT ADDRESS:

CORRESPONDENCE ADDRESS (if different):

Zip code: _____

Zip code: _____

Tel No: _____

Tel No: _____

Cell No: _____

E-mail: _____

If employed by Sotheby's, can you provide proof that you are of legal age to work? ☐ Yes ☐ No

Are you authorized to work in the United States? ☐ Yes ☐ No

*You must be eligible to work at the time you submit your application
as well as during the dates of the internship programme.*

How did you learn about this Programme?

Do you know any current or past employees or interns? If yes, please state their name(s).

Have you ever been an intern of Sotheby's? ☐ Yes ☐ No

If yes, where and when? _____

EDUCATION & QUALIFICATIONS

HIGH SCHOOL

Name	Dates Attended	Course of Study	Degree

UNIVERSITY/COLLEGE

Name	Dates Attended	Course of Study	Degree

POST GRADUATE / PROFESSIONAL QUALIFICATIONS *(if applicable)*

Name	Dates Attended	Course of Study	Degree

LANGUAGE SKILLS

Language	Spoken	Reading	Writing

IT SKILLS

Please list the computer software programmes that you currently use and your level of proficiency (basic, intermediate, advanced)?

QUESTIONS

- 1. Please describe in more detail why you have chosen your areas of study. How do they relate to our business?**

- 2. What do you hope to gain if you are offered a position in this programme?**

- 3. Please give details of your interests and hobbies, stating any posts of responsibility held in clubs, or other extra curricular activities.**

Using the department list below, please indicate your top three choices, in order of preference, for an internship (at least one must be a Business department).

1. _____

2. _____

3. _____

19th Century European Art 19th Century Furniture 20th Century Design African & Oceanic and Pre-Columbian American Paintings Americana Antiquities Books & Manuscripts Business Intelligence* <i>This group supports SPECIALIST DEPARTMENTS, marketing and client development by conducting research and analysis to identify market trends and client activity that is helpful for client outreach and communication programs.</i> Business Managers Group * <i>This group is responsible for the day to day administration, financial oversight and general management of each department (both specialist and BUSINESS).</i> Chinese Works of Art Classical Chinese Paintings Contemporary Art Design * Digital Media Services * English Furniture European Works of Art Fine Arts French and Continental Furniture Human Resources * Impressionist & Modern Art	Indian & Southeast Asian Art Jewelry Latin American Art Marketing* Museum Services and Corporate Collections * Old Master Paintings Operations * Photographs Post Sale Services* Porcelain & Ceramics Press Office * Prints Proposals * Risk Management * <i>This group manages operational risk through the purchase of insurance and investigates all claims. Risk also addresses loss prevention by coordinating property handling, worker safety sessions and establishes security guidelines for the movement of people and property.</i> Rugs & Carpets Russian Paintings & Works of Art Silver & Vertu Sotheby's Preferred* <i>This division of the Marketing department is responsible for managing client loyalty programs and benefits.</i> Special Events * Trusts & Estates * Valuations * Watches & Clocks Wine *Business department
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Additional Comments: