

SOTHEBY'S GENEVA INTERNSHIP PROGRAM APPLICATION FORM 2023

About Sotheby's Geneva

Sotheby's Geneva is located at 2 Rue François-Diday in the "Quartier des Banques". Sotheby's flagship sales of jewellery and watches are to take place every May and November at the Mandarin Oriental. With 43 permanent staff members, we seek interns in various departments to support the lead up to the sales. The interns are involved with helping the experts and administrators in all aspects of the sale organisation, supporting the departments in their day to day tasks and helping out during the auctions themselves. We welcome candidates from a range of educational backgrounds seeking to enrich their knowledge on the auction house business, whether their focus is on jewellery, horology, fine art or hospitality.

Period of Availability	Deadline for Application*
March 6 – May 31, 2023	February 17, 2023
August 28 - November 24, 2023	July 14, 2023

*Please note that we will not get back to you before the respective application deadline.

Internships Available in 2023

- Jewellery Department
- Client Services Department (only for August-November)

Please indicate which Internship(s) you are interested in (by order of preference):

- 1)
- 2)

Please indicate your period of availability:

- 1)

Frequently Asked Questions (FAQ):

I am not available during one month of the suggested dates, can I still apply?

The availability dates are fixed and will not vary.

Will you still accept my application if the deadline has passed?

Unfortunately, we are not able to consider your application after the deadline.

Do you offer unpaid work experience for either one or two weeks during the summer?

We are only able to offer three months (90 days), full-time paid internship placements. The duration of the internship cannot exceed three months (90 days).

IMPORTANT

Please note that due to immigration law constraints, we are not able to offer this program to applicants who are not holder of either a Swiss visa student, a Swiss or an EU nationality.

Kindly fill in this form in full and complete your application with a cover letter, a CV, a copy of your ID/passport and a copy of your CH work permit/CH student visa if applicable. All documents must be submitted by email to: **geneva.internships@sothebys.com**

Should you need to, please continue your answers to any of the questions on a separate sheet and attach securely to your email.

Sotheby's will review all applications once the deadline has passed - it may take up to four weeks to communicate the outcome of your application. Selected candidates will be invited for a first-round interview.

Due to the high volume of applications, we are not able to provide feedback on the quality of your application.

PERSONAL DETAILS

SURNAME: _____

NAME: _____

NATIONALITY: _____

PLACE OF BIRTH: _____

PERMANENT ADDRESS:

CORRESPONDENCE ADDRESS (if different)

Postcode: _____

Postcode: _____

Tel No: _____

Tel No: _____

Mobile No: _____

E-mail: _____

MOTIVATION

1. What do you hope to gain if you are offered an Internship at Sotheby's?

2. Please give three reasons why you feel you are suitable for an internship at Sotheby's.

(i)

(ii)

(iii)

4. What are your long-term career aspirations? Please give reasons for this answer.