

THOMAS HENEAGE ART BOOKS

42 DUKE STREET ST JAMES'S LONDON SW1 6DJ

GRADUATE INTERN PROGRAMME 2017

About us: Thomas Heneage is a Gallery Bookshop that has been in Duke Street St. James's for over 30 years. We specialize in books for the art market, our core business being in catalogues raisonnés, monographs and international exhibition catalogues. It is our policy to stock the most authoritative book on any subject and in any language, irrespective of its being new or second hand.

About you: You must demonstrate a keen interest in the arts, and be knowledgeable about one or more of the subject areas we cover. You must be a careful researcher, and be comfortable in a business environment. You must speak and write English fluently and have a working knowledge of at least one language other than English, preferably German, Italian, French Spanish or Chinese. Books are heavy and you must be able to lift and carry medium loads. If you come from abroad you must be able to demonstrate to our satisfaction that you have all necessary documentation and permissions to enable you to take part in our Graduate Intern Programme.

About the role: During your internship you will be working in the world's most prestigious art book shop. You will gain experience in working with art galleries, auction houses, art dealers and collectors. In the course of your duties you may meet and deal directly with the leading players in the Art World; Collectors, Dealers, Museum Directors, Curators and Art Historians. You will observe the day to day practicalities of the business side of the art world. You will receive training in ArtLibrary a web based library catalogue designed by us specifically for art galleries. Working alongside our booksellers your role will involve serving customers; generating and processing sales; cataloguing and shelving new, second-hand and rare books. You will be expected to play an active role in the day-to-day running of our prestigious book shop. You will [edit our blog](#) and perhaps explore social media.

Remuneration: £6.50 per hour

How to apply:

Email your CV and covering letter to Charlotte (charlotte@heneage.com), please include the dates you are available.

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