



APPLICATION FOR 2012 CHRISTIE'S LONDON INTERNSHIP

CLOSING DATE: 31/10/2011

A. PERSONAL DETAILS

| | | | | |
|--|----------------------|------------------------------|---|----------------------|
| Family/last name: | <input type="text"/> | First name/s: | <input type="text"/> | |
| Title: | <input type="text"/> | Date of Birth: | <input type="text"/> | |
| | | Gender: | <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| Contact details for correspondence: | | | | |
| House/Street: | <input type="text"/> | | Suburb/Town: | <input type="text"/> |
| State: | <input type="text"/> | Postcode: | <input type="text"/> | |
| | | Country: | <input type="text"/> | |
| Telephone: (include area code) | <input type="text"/> | <input type="text"/> | Mobile phone: | <input type="text"/> |
| Email: | <input type="text"/> | | | |
| 1. Applicant currently enrolled at the University of Sydney: Will your enrolment continue in 2012? | | | | |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Student ID: | <input type="text"/> | Degree Name: | <input type="text"/> | |
| 2. Applicant who is enrolling in 2012 at the University of Sydney: | | | | |
| Application No: | <input type="text"/> | Degree Name: | <input type="text"/> | |

B. REFERENCES

| | | | |
|--------------------|----------------------|------------|----------------------|
| Name: Referee 1 | <input type="text"/> | Telephone: | <input type="text"/> |
| Email: | <input type="text"/> | | |
| Name: Referee 2 | <input type="text"/> | Telephone: | <input type="text"/> |
| Email: | <input type="text"/> | | |

C. PRIVACY STATEMENT & DECLARATION

I certify that:

- I am currently enrolled or will be applying for enrolment in a Postgraduate coursework or Honours course at the University of Sydney in 2012.
- I will be available to undertake an internship in London during the months of June to July 2012.
- I will be available for interview on 23 or 24 November 2011.
- I agree to keep a journal or blog of my internship experiences that can be used by the University for publicity purposes.

D. CHECKLIST

- Cover Sheet completed
- Curriculum Vitae (including names of 2 Referees)
- One-page letter of motivation
- Academic Transcript
- Evidence of 2012 enrolment/application at the University of Sydney in Postgraduate coursework or Honours course, if applicable.
- Send applications to Christies.internship@sydney.edu.au

Signature:

Date:

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E. CHRISTIE'S INTERNSHIP TERMS AND CONDITIONS

By submitting an application you agree to the following program conditions and guidelines:

Conditions:

1. Christie's, London, is offering an internship place for a University of Sydney student at their London offices.
2. Duration: 2 months in June and July 2012.
3. Funding from Christie's: payment of £240 per week.
4. Funding from Faculty: \$5000 towards the cost of travel and accommodation
5. Visa: Christie's will assist and sponsor the student for an appropriate working visa for the period of the internship.
6. Christie's will cover the cost of the sponsorship but the candidate will be required to submit personal paperwork for the application and pay a visa application fee.
7. The successful candidate will keep a journal or blog of their experiences, which will be used by the University of Sydney for documentary and publicity purposes

Eligibility:

Candidates must:

1. Be a current honours or postgraduate University of Sydney student, OR be applying to commence as an honours or postgraduate student in 2012.
2. Have completed their undergraduate degree by the end of 2011.
3. Have an undergraduate degree that includes a major in Art History, or a related discipline.
4. Be able to demonstrate not only a strong academic track record in appropriate fields, but also a range of skills and experience that will prepare them for work in a busy professional environment.
5. Be motivated, self-directed, able to work in teams in pressurized situations, and confident in interacting professionally with staff and members of the public.
6. Be competent with basic software such as Word, Excel and Outlook is required.
7. Language skills beyond English will be helpful.
8. If the successful candidate is enrolled in the Museum Studies or Art Curatorship Masters or Graduate Diploma programs, the internship may be credited as an Internship unit of study.

Application:

Application comprises:

1. CV of no more than three pages including names of two referees
2. One-page letter of motivation that states your interest in the internship, outlines the skills, experience and interests that qualify you to apply, and articulates the potential importance of the internship to your study and future career.
3. Academic Transcript
4. Evidence of 2012 enrolment/application at the University of Sydney in Postgraduate coursework or Honours course, if applicable.
5. Applications to be sent by email to christies.internship@sydney.edu.au
6. The closing date for applications is 31 October 2011.
7. Selection will be completed by the end of November 2011.
8. Shortlisted applicants will be interviewed on 23 or 24 November 2011.

A Frequently Asked Questions page to answer queries potential candidates might have can be found at http://sydney.edu.au/arts/art_history_film/internships.

If you have a query that is not answered on this page, please email your question to Christies.internship@sydney.edu.au

F. IMPORTANT DATES

Before submitting your application, please ensure that you will be able to commit to the following dates:

| | |
|----------------------|------------------------|
| APPLICATION DEADLINE | 31 October 2011 |
| INTERVIEW DATE | 23 or 24 November 2011 |
| INTERNSHIP DURATION | June – July 2012 |

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G. FAQ

Q: What are the dates of the internship?

A: The internship is for the months of June and July 2012.

Q: What counts as a related discipline for art history?

A: Archaeology, Film Studies, Digital Cultures and Media and Communication studies students may take units that relate to visual art. Business at Christie's centrally involves artworks in traditional media (painting, sculpture, photography, modern mixed media), however, and anyone applying for this internship would need to have a demonstrable critical understanding of such media.

Q: I am a current Postgraduate or Honours Student but will leave the University before the internship period. May I apply?

A: Yes, current Post-Graduate and Honours Students may apply, even if the internship will take place after their course is completed.

Q: Can the internship get credited to my degree?

A: The Internship can be credited to those enrolled in the University's Museum Studies or Art and Curatorship Masters or Graduate Diploma course, which currently allow internship units to be credited. While candidates enrolled in other degree programs may apply to do this internship, it will not be credited to their degree. Students being credited for the Internship will need to complete the internship assessments required for their degree.

Q: Is Honours study disrupted by the requirement to be overseas for two months?

A: The internship starts on June 1 and this might entail student absence for one or possibly two teaching weeks in Semester 1 Arrangements may also need to be made for the handing in of assessed work as part of Honours courses, and this will be negotiated with the appropriate Honours coordinator.

Q: What visa arrangements will be needed?

A: It is your responsibility to apply for any necessary visa before you travel. Christie's will act as sponsor for a graduate working visa for the duration of your internship with them. We also advise that you:

- obtain travel insurance;
- seek medical advice well in advance of your travel;
- ensure that you are safeguarded for travel and your internship work in the country of your host institution;
- consult the Australian Government's travel advice website, <http://www.smartravel.gov.au/>

Q: What insurance cover does an intern need?

A: Christie's will insure the intern at the workplace. However, all Students will need to make arrangements to purchase personal insurance cover for travel, personal possessions, health emergency, etc.

Q: Can I apply directly to Christie's?

A: No, applications for this internship must come through the University of Sydney according to the process outlined on the website.

Q: Do I have to be in Sydney for the interview?

A: We would strongly prefer students to be available in person on the 23 or 24 November for interview. We will make arrangements to conduct the interview by Skype link, however, if shortlisted candidates are overseas or otherwise legitimately unable to attend in person.

Q: May I defer the internship if my personal circumstances change and I cannot make the dates?

A: It will not be possible to defer the internship. If the successful candidate is unable to take up the internship, then the opportunity will pass to the reserve candidate. It is the candidate's responsibility to ensure that all visa paperwork is in place and that their travel documentation is up to date at the time of travel.

Q: What is the selection panel looking for in the letter of motivation?

A: A statement of motivation is a written personal statement about you. It gives you the opportunity to demonstrate the qualities that make you particularly suitable to participate in the program and to be an outstanding ambassador of the University. Your statement should also contain the following: the reasons for applying to the program; reflection on your academic and personal achievements to date; if successful, how you would view your role as an ambassador of the University, and outline any previous travel, study or living abroad experiences.

Q: What are likely accommodation and living expenses in London?

A: Precise costs will of course vary according to type of accommodation chosen, etc. the UK government has made it a requirement of some international exchange schemes that students need to prove they have access to 800 GBP per month (approximately \$600 AUD at today's rates) to cover rent and bills and living expenses. A true figure might be somewhere between £200-£500 GBP, (\$1850-2300 AUD) per month. Some useful guidance on living and key expenses may be found at websites including http://www.studyinlondon.ac.uk/student_advisor/D4_cost_of_studying

Q: Will the successful intern work with a nominated supervisor at Christie's?

A: Christie's have well-established intern coordination structures and dedicated personnel. The successful candidate will be put in touch with Christie's within weeks of accepting the internship and a supervisor will be appointed to monitor and assist the intern from the beginning of the internship.

Q: What counts as a strong academic track record?

A: A minimum of a credit result in all subjects taken would be considered a strong track record.

Q: Will I get some written recognition of the internship i.e. a certificate or letter of participation?

A: Our Christie's intern will receive a Certificate of Participation (non-accredited). And of course if the Internship is being taken for credit as part of a Sydney University Degree then documentation of participation and assessment will be available. A successful intern may also ask Christie's for a letter of reference.

Q: What is the nature of the 'journal or blog' that I would need to keep?

A: The exact format of this will be up to the successful candidate, but we would request that our Christie's interns keep a written or online account of their internship while it is taking place, and the University will contact the intern at the end of the internship period with a request for an interview which might be used on University websites, newsletters, etc.

Q: How do I apply for an honours or postgraduate course at Sydney University?

A: Course application information can be found at: http://sydney.edu.au/arts/future_students/apply.shtml