

# Bernard Quaritch Ltd

*Rare books & manuscripts since 1847*

## **2015 Internship Programme**

Applications are invited for Bernard Quaritch's 2015 Internship Programme. A maximum of three full-time positions are available, each for a minimum duration of six weeks. During your internship you will gain experience of bookselling at one of the world's oldest and most prestigious antiquarian book dealers.

### **About us**

Quaritch sells rare books, manuscripts and photographs relating to the history of ideas, science, travel and literature in both modern and ancient languages. We are based in London's Mayfair, just south of Oxford Street but our private and institutional clients span the globe.

### **About you**

You can demonstrate a keen interest in the book trade, are knowledgeable about one or more of our subject areas, are a careful researcher, and are comfortable in a business environment. You speak and write English fluently, and have a working knowledge of another language. You will need to have a reasonable level of fitness to tackle several flights of stairs, and be ready to lift and carry medium loads.

### **About the role**

You will answer the telephone and receive visitors, and assist with packing, deliveries and other routine administrative duties. Working alongside our booksellers, you will also provide research and cataloguing support to them. Remuneration will be £6.50 per hour.

### **How to apply**

Email your CV and covering letter to Ms Alice Ford-Smith ([a.ford-smith@quaritch.com](mailto:a.ford-smith@quaritch.com)), with "2015 Internship" in the subject line – please include the dates you are available for work from 29 June.

All applications must be received by Monday 18 May and they will be acknowledged by email within two weeks. Interviews are scheduled to take place during early June.

For further information, please email Alice Ford-Smith ([a.ford-smith@quaritch.com](mailto:a.ford-smith@quaritch.com))