

Bernard Quaritch Ltd

Rare books & manuscripts since 1847

2014 Internship Programme

Applications are invited for the Bernard Quaritch 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 to private and institutional clients across the globe. Our specialisms include photography, the history of ideas, science, travel, the fine arts, English and international literature, Islamic and European manuscripts, and early printed books. We are located in London's Mayfair, just south of Oxford Street.

About you

You can demonstrate a keen interest in books and manuscripts, are knowledgeable about one or more of our subject areas, are a thoughtful 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 at once, 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 £6.31 per hour.

How to apply

Email your CV and covering letter to Ms Alice Ford-Smith (a.ford-smith@quaritch.com), with "2014 Internship" in the subject line – please include the dates you are available for work from 2 June.

All applications must be received by Monday 14 April and they will be acknowledged by email within two weeks. Interviews are scheduled to take place during May.

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