

Poly Auction (Hong Kong) Limited is a remarkable auction house in Hong Kong and the Asia-Pacific region. We are entering the international art market with the aim to provide professional consultation, exceptional collections and the highest quality service.

To cope with our continuous growth and worldwide development, we are now seeking for high caliber candidates to join our team.

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## Interns

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### **Responsibilities**

- Research properties including bibliography, provenance and exhibition history
- Maintain department library and research material
- Assist with catalogue layout and production
- Provide write-up, edit, translation, proofread and administration support
- Assist with daily operation of the department
- Other duties as assigned by department

### **Qualifications**

- Undergraduate in Fine Arts, Translation, Journalism or related discipline
- Relevant experience in related field preferred
- Excellent command in written and spoken Mandarin, Cantonese and English
- Proficient in MS Word, Excel, PowerPoint and Chinese Word Processing
- Period : February – May / August – November

Interested parties please send your full resume with availability, current and expected salary to [recruit@polyauction.com.hk](mailto:recruit@polyauction.com.hk)

Your interest will be treated in strict confidence and only shortlisted candidates will be notified.

*Equal opportunities are extended to all candidates and the information provided will be used for the consideration of this application. The personal data collected will be for recruitment purposes only. Data of unsuccessful applicants will be destroyed after six months of the application.*