

**POSITION:** Coordinator, Exhibitor Relations, Art Dubai  
**REQUIREMENTS:** Full-time, permanent position from April 1, 2017  
**DEADLINE FOR APPLICATION:** March 15, 2017



## **RESEARCH AND PLANNING**

- Research contemporary and modern art market, galleries, geographies, artists, curators
- Prepare yearly schedule for Exhibitor Relations department, identify tasks and plan the exhibitions production for the galleries programmes
- Ensure completion of administrative and production tasks in a timely manner:
  - Research – compile information, keep track of changes and major trends on the art market, update internal systems, keep documentation updated
  - Statistics – update Art Dubai numbers and statistics, positioning within the wider art market in terms of gallery programmes, keep documentation updated
  - CRM – maintain and develop Art Dubai’s database, take responsibility for all galleries entries, ensure information is accurate, updated and properly entered
  - Manuals – update information on exhibitor manuals including: travel, shipping, production, VIP, collateral, site access. Liaise with team accordingly
  - Contracts – draft, update and review legal documentation in coordination with finance and legal departments including but not limited to exhibitor agreements, guest curators and committee members contracts
  - Shipping – coordinate the bidding open call, review proposals, and present the information in a digestible manner for internal decision
  - Contractors – follow-up on contractors needed for gallery halls and liaise with teams accordingly, including production, documentation and other such services
- Ensure smooth reporting and communication flow across departments and with Senior Management during preparation phase

## **OUTREACH AND EXHIBITORS RELATIONS**

- Work closely with Director of Exhibitor Relations and contribute to outreach effort all year-round towards potential and current exhibitors
- Nurture and maintain Art Dubai’s relationships with all exhibitors through gallery visits, local and international events attendance; and written/verbal communication
- Prepare exhibitor relations communications templates and update as needed
- Track outreach effort and prepare reports
- Update/develop online platform for applications in coordination with fair management and web developers
- Update application packs, liaise internally to confirm application information including booths costs, booths packages, application timeline and deadlines
- Communicate information as needed to potential exhibitors, support applicants and insure smooth operations during application phase
- Compile applications recaps, images and documentation for internal and committees review
- Coordinate review process for both gallery programmes: Art Dubai Contemporary and Art Dubai Modern
- Coordinate exhibitor acceptance process, exhibitor agreements compilation

## **PRODUCTION AND EXECUTION**

- Collect and compile all Gallery information needed for collateral, communication, VIP
- Act as Art Dubai’s main point of contact for exhibitors’ participation and ensure liaison with various internal department
- Compile and review collateral content including catalogue, education guides, fair guides, coordinate production and distribution with Communications Department, Education Department and Fair Management
- Liaise with suppliers: logistics, shipping, storage, exhibition build, conservators, security
- Develop draft floorplans and galleries allocation with Director of Exhibitor Relations
- Draft exhibitor updates and ensure participating galleries are aware of all processed and deadlines
- Liaise with VIP department and ensure:
  - Exhibitors receive Art Dubai’s invitations
  - Exhibitors submit their guest lists and guests are invited to the fair

- Highlights documents are compiled and produced
- Collector's guides are compiled and produced
- Prepare and compile results for Art Dubai's exhibitor survey
- Coordinate the post-fair reporting process for the Exhibitor Relations department
- Produce job description and coordinate hiring process for Exhibitor Relations department trainees and interns

#### **ON SITE**

- Prepare welcome packs; meet and greet exhibitors upon arrival
- Coordinate all aspects of the Galleries programmes on-site to ensure a smooth process for participants.
- Liaise with fair management, venue and suppliers on operations: install, de-install, signage etc.
- Brief and manage galleries volunteers
- Coordinate filming and documentation of all Gallery related elements

#### **COMMUNICATIONS**

- Take responsibility for the galleries section on Art Dubai website, ensure all information is up-to-date and complete including application phase and exhibitor announcement phase
- Provide Social Media content related to Art Dubai's exhibitors to communications department
- Compile galleries information and provide all images, captions and texts needed for galleries press announcements and press outreach
- Contribute galleries related content to Art Dubai's Newsletters and Blog

#### **ART DUBAI COMMITTEES**

- Liaise with Art Dubai Modern committee on application review process
- Organise committee travel to the fair
- Liaise with Art Dubai Contemporary committee on application review process
- Organise Contemporary Committee meeting in London in October
- Organise guest curator(s)' travel to London and Dubai
- Organise committees on-site meetings during the fair

#### **BUDGETS AND FINANCE**

- Compile exhibitor invoices and budgets to be prepared by Finance department
- Prepare income projections and financial targets for gallery halls
- Keep track of galleries and committees budgets and expenses as needed
- Follow-up on payments as needed

The fair is a high profile, and demanding environment which may involve long working hours. This role requires a thorough planner, with the ability to perceive and understand requirements in a very short period of time, to correctly assess the urgency of situations and find accustomed solutions for every request.

The ideal candidate would have:

- Knowledge/curiosity about the international and Arab arts scenes
- Excellent communication, writing and research skills
- Excellent time-management and problem-solving skills
- Capacity for initiative, long-term planning and decision-making
- Ability to work in a team and under pressure, for long hours when necessary
- Ability to quickly integrate into a new environment and work within the given structure (fast learning)
- Dynamic personality, using his/her own initiative
- Accurate and reliable work
- Calm, well-mannered and always friendly
- Excellent command of English; Arabic a plus.
- IT skills: proficiency in Microsoft Office (including Word, Excel, PowerPoint); proficiency in Adobe Suites preferred (InDesign, Photoshop)