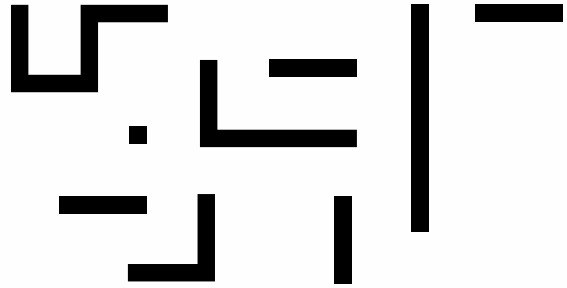


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



Traineeship Placement
Exhibitors Relations Assistant
4 months

Art Dubai

Art Dubai is the leading international art fair in the Middle East, Africa and South Asia.

The 12th edition of the fair takes place March 21-24, 2017, in Dubai, United Arab Emirates.

- Art Dubai presents a select yet diverse line-up of around 90 galleries from the UAE and around the world, across Contemporary, with artists ranging from emerging and upcoming practitioners from lesser-known art capitals to household name, and Modern, devoted to masters from the Middle East, Africa and South
- Art Dubai's extensive not-for-profit programme includes: commissioned projects, film and radio programmes, artists' and curators' residencies, educational initiatives for children through to professionals, including the year-round art school Campus Art Dubai and the critically-acclaimed Global Art Forum
- An annual exhibition of works by the winners of The Abraaj Group Art Prize is also revealed at the fair

Over the last eleven years, Art Dubai has become a cornerstone of the region's booming contemporary art community. Recognised as one of the most globalised meeting points in the art world today, Art Dubai places an emphasis on maintaining its intimate, human scale while foregrounding quality and diversity.

Traineeships at Art Dubai

Temporary work placements designed for the fair at Art Dubai are aimed at young professionals who have completed internships within the art world, or for those who have experience in other fields and are looking to make a switch to the art world. This unique opportunity gives exceptional individuals the opportunity to gain real hands-on experience working alongside the Art Dubai team, and to take on areas of responsibility through the period in the lead-up to the fair.

Responsibilities

This role includes but is not limited to:

The role requires the Exhibitor Relations Assistant working full-time, or at flexible hours/location as per discretion of the Artistic Director and Exhibitions Coordinator, from **December 3, 2017** until **March 29, 2018**. The candidate will work alongside the exhibitions team on the following:

- Assisting Exhibitors on all aspects in the preparation of their participation at Art Dubai and on-site.
- Completing administrative assignments such as research, exhibitor statistics and database work.
- Assist in compiling and editing all text and image materials from the exhibitors needed for the website/catalogue/press materials/brochures; maintaining image library and archives.
- Assist in compiling and sharing content to the Communications team in the lead up, during and after the fair.
- Supporting the production of the exhibitions and overseeing on-site operations during the fair.
- Acting as a point of reference for exhibitors during the fair and supporting the various teams on site.
- Coordinate, with the help of the VIP team, event guest lists
- Work outside of normal working hours (9am to 6pm) and days (Sunday-Thursday) during Art Dubai events, programmes and closer to the date of the fair in March.

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- Deliver a comprehensive feedback report after the fair about the assistant's experience.

As a member of the Art Dubai team in the lead up to the fair you will be able to competently work with the galleries first hand. You will be able to independently assist the approx. 90 galleries participating at Art Dubai on all aspects of the fair including the daily scheduling as well as questions on booth set-up and de-installation, storage, shipping and sales procedure, surrounding events and private invitations which were arranged for exhibitors. You will communicate with logistical partners and shipping contractors and contribute to a smoothly run event.

Description

The fair is a high profile, and demanding environment which may involve long working hours. This role requires 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 be available as of **December 3, 2017** and have:

- Knowledge/curiosity about the international and MENASA arts scenes
- Excellent communication, writing and research skills
- Excellent time-management and problem-solving skills
- Capacity for initiative, long-term planning and decision-making – often within a tight time-frame and challenging site-specific, public contexts
- 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 and other languages preferred
- IT skills: proficiency in Microsoft Office (including Word, Excel, PowerPoint)

You will get the opportunity to learn about the Middle East Art market, be part of the UAE art community and build great relations.