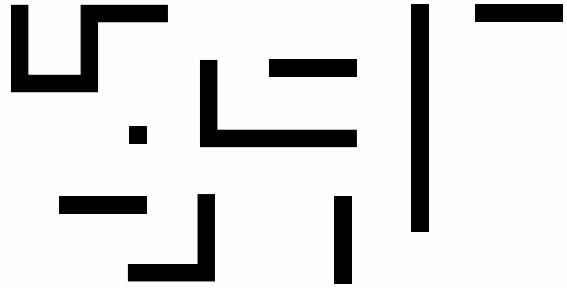


ART DUBAI

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



Traineeship Placement Fair 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, 2018, 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 programme includes artists' commissioned projects, film programme, 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

The role requires the Fair Assistant working full-time, or at flexible hours/location as per discretion of the Executive Director and Fair Coordinator, from **December 10, 2017** until **April 12, 2018**. The candidate will work alongside the fair management team on the following:

The Abraaj Group Art Prize

- Facilitate alongside Executive Director and the Fair Coordinator the production of The Abraaj Group Art Prize exhibition within the fair
- Work and organise material proficiently using Microsoft Office (including Word, Excel and PowerPoint)
- Assist in liaising with the winning and shortlisted artists, as well as the curator on set up requirements and needs
- Assist with researching, organising, filing and editing content related to relevant programming
- Assist with all communication/marketing aspects of the prize (including collateral, website, e-shots, press inquiries, press releases etc.)
- Update the progress report for each participating artist
- Assist in the coordination of The Abraaj Group Art Prize catalogue

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Art Dubai After Parties

- Facilitate alongside the Fair Coordinator with the production of the Art Dubai after-party events within the fair
- Assist with liaising with artists and participants of the after-party events
- Assist with researching, organising and filing of all after-party content

Fair Management

- Assist with website updates, improvements and development
- Assist with team meeting communication and minutes
- Assist with updating fair schedules
- Assist with all pre-fair and post-fair set up/review requirements
- Assist with printing and collection of fair access badges
- Assist with coordination of Art Dubai Portraits film series
- Work outside of normal working hours (9am to 6pm) and days (Sunday-Thursday) during Art Dubai events, programmes and in the lead up to the fair in March

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 10, 2017** and have:

- IT skills: high proficiency in Microsoft Office (including Word, Excel, PowerPoint); knowledge of Adobe Suites preferred (InDesign, Photoshop)
- Professional demeanor and diplomatic approach
- 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 preferred
- Relevant experience in assisting and working on large-scale events preferred
- Experience and knowledge of WordPress preferred

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