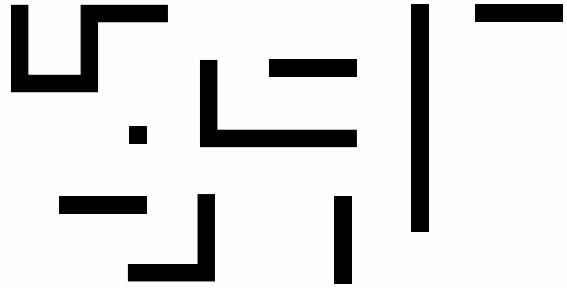


## **ART DUBAI**

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



### **Traineeship Placement Programme Assistant, Art Dubai Projects 3.5 months**

#### **Art Dubai**

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

The 12<sup>th</sup> 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: 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 Programme Assistant working full-time, from **December 17, 2017** until **March 29, 2018**. The Programme Assistant will report to the Programme Manager whilst working in close consultation with the rest of the team.

The role will be to assist with artist projects, and education initiatives that include but is not limited to:

- Assist with artists' commissioned projects
- Assist with education programmes – Campus Art Dubai and Art Dubai Fellowship
- Assist with the production of the Art Dubai Film/Cinema programme
- Keep an overview of expenses/expenditure where required
- Assist with updating relevant collateral, signage, catalogues, books, website, and other materials for the not-for-profit programmes
- Assist with marketing, press, social media and community outreach as relates to the programme
- Contribute to and maintain a database of UAE and regionally based artists
- Contribute curatorial ideas towards the programmes
- Research for future projects

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- Work closely with the Programme Manager to schedule all on-site logistics and installation of projects at Madinat Jumeriah.
- Troubleshoot problems and raise them immediately with the Programme Manager

As a member of the Art Dubai team in the lead up to the fair you will work closely with the Programme Manager in the coordination of Art Dubai's education programmes, artists' commissioned projects and the film programme.

### **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 17, 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
- 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); knowledge of Adobe Suites preferred (Photoshop)

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