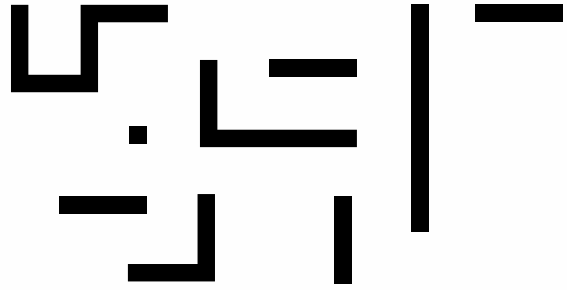


**ART DUBAI**  
BUILDING 7, FLOOR 4, 403A & 404A,  
DUBAI DESIGN DISTRICT (D3),  
PO BOX 72645,  
DUBAI, UAE



**Traineeship Placement  
Sponsorship Assistant  
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 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**

The role requires the Sponsorship Assistant working full-time, or at flexible hours/location as per discretion of the Head of Sponsorship from **January 2, 2018** until **April 5, 2017**.

The role requires someone dynamic, enthusiastic, flexible and hardworking who has experience in events management. The Sponsorship coordinator shall, from the effective date provide the following services to the Company including but not limited to:

- Work with the Head of Sponsorship, the VIP department, the Fair Manager as well as other members of the Art Dubai team to facilitate the activation of the sponsorship at Art Dubai
- Assist in liaising with the sponsors, coordinating all aspects of their presence at the fair
- Maintain excellent relationships with the sponsors
- Assist in developing sponsorship's activation/programs
- Coordinate, with the help of the VIP team, event guest lists and entertainment requirements
- Ensure the delivery of agreed sponsor benefits successfully
- Assist with overseeing the relevant venues on-site before and during the fair
- Assist in compiling and editing all text and image materials from the sponsors needed for the website/catalogue/press materials/brochures

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- Assist in overseeing on-site operations during the fair
- Assist with research, organising, filing and editing content
- 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.
- Deliver a comprehensive feedback report after the fair about the assistant's experience
- Assist in writing a report for each sponsor after the fair

### **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 **January 2, 2018** 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
- UAE driving license preferred but not necessary