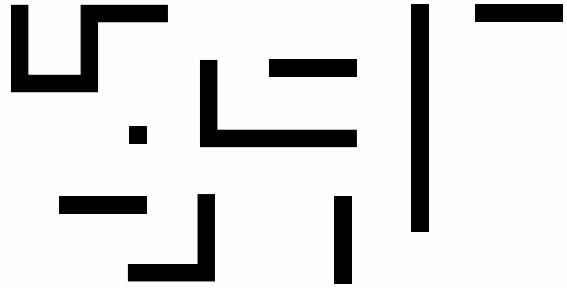


ART DUBAI

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



Traineeship Placement

VIP Assistant

5 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 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 unveiled 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 VIP Assistant working full-time, or at flexible hours/location as per discretion of the Manager, VIP Relations from **October 15, 2017** until **March 29, 2018**.

- The role requires the candidate is dynamic, enthusiastic, flexible and hard-working, with some prior knowledge of the art world and/or the UAE
- Support VIP Relations department in all aspects of preparation for the fair
- Assist VIP Relations department on executing special VIP programmes and logistics
- Assist with planning and managing fair programme of events, including dinners, receptions and hospitality events both on and off-site
- Develop and maintain the content of the VIP website and VIP login
- Complete administrative assignments such as research and database management
- Ensure VIP services run smoothly in the run-up-to and during the fair
- Act as a point of contact for collectors, curators and artists
- Attend industry events and gallery openings in order to maximize networking opportunities across the UAE
- 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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- The VIP Assistant will report to the Manager, VIP Relations whilst working in close consultation with the rest of the team

As a member of the Art Dubai team in the lead up to the fair, you will be one of the first points of contact for all our guests attending or interested to attend the fair. You will be able to independently assist interested guests at Art Dubai on all aspects of the fair including the daily VIP programming as well as questions on surrounding events and private invitations when appropriate. You will communicate with team members 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 **October 15, 2017** and have:

- IT skills: proficiency in Microsoft Office (including Word, Excel, PowerPoint); knowledge of Adobe Suites preferred (InDesign, Photoshop)
- Professional, hospitable demeanor and diplomatic approach
- 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)
- Accurate and reliable work
- Calm, well-mannered and always friendly
- Excellent command of English and other languages preferred
- Relevant experience in hospitality or large-scale events such as other art fairs 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.