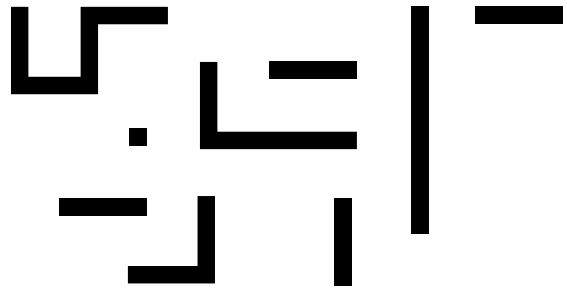


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



Traineeship Placement
Position: Production Assistant
3 months

ART DUBAI

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

The 13th edition of the fair takes place March 20-23, 2019, in Dubai, United Arab Emirates.

- Art Dubai presents a select yet diverse line-up of around 100 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, a film programme, educational initiatives for children through to professionals, including the year-round art school Campus Art Dubai and the critically-acclaimed talks programme the Global Art Forum

Over the last twelve 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.

RESPONSIBILITIES

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

- The role requires the candidate is dynamic, enthusiastic, flexible and hard-working
- Facilitate alongside Fair Management and the Art Dubai team for the production of part of the whole fair and venue
- Work and organise material proficiently using Microsoft Office (including Word, Excel and PowerPoint)
- Manage pre-fair access badge printing (receiving content, production, and distribution)
- Assist with running the team meetings (create minutes, meeting requests, and room booking)
- Assist with managing the fair after party and logistics (music/performers and contracts, AV, special requirements, guest lists)
- Assist Art Dubai team with website issues and handle website updates including all non-programme specific pages
- Liaise with web-developer when required and oversee the website retainer consumption

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- Manage set up of access badge printing at welcome desks (Liaise with IT and CRM department)
- Assist with overseeing the relevant areas on-site during the fair
- Help manage the production volunteers during the fair
- 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

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 soon as possible** and have:

- IT skills: high proficiency in Microsoft Office (including Word, Excel, PowerPoint); knowledge of Adobe Suites preferred (InDesign, Photoshop); understanding of Wordpress and website editing skills
- 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