

Position: Marketing and Communications Coordinator

Requirement: full-time, permanent (start Summer 2019)

Location: Based in Dubai (or able to relocate, support not provided)

About this role

Art Dubai seeks a meticulously organized team player to join the fair's Marketing and Communications team working toward the fair's press and marketing strategy locally, regionally and internationally. The Communications Coordinator will report to the Acting Head of Communications and Outreach, yet work across Art Dubai's departments and stakeholders in gathering content for its marketing campaign. This is a dynamic role for someone keen to grow and develop on marketing and communications career within the art and cultural sectors, and who can multi-task and thrive in a fast-paced environment.

The candidate must have the following:

- Minimum 2 years' experience in Communications, Marketing, Public Relations, Journalism or any other related field
- Excellent communications and organisation with on point writing skills: you're calm, well-mannered and confident, can write a strong introductory email, draft social media and blog posts. Arabic language skills an advantage
- Excellent time-management and problem-solving skills, self-motivated and able to use own initiative
- Ability to quickly integrate into a new environment and work within the given team structure and under pressure, for long hours when necessary (pre- and during the fair)
- Intuitive social media savviness, with a strong eye for detail and visual aesthetics, and readiness to update skills on a regular basis
- The knowledge of how to speak and pitch to press across publications and interests
- Proficient in Microsoft Office (including Word, Excel, PowerPoint), with Photoshop and InDesign an advantage
- A demonstrable knowledge – or curiosity - of the international and MENASA arts scenes

MAIN DUTIES AND RESPONSIBILITIES

Research and writing

- Research, write and edit content with a meticulous eye for spelling and grammar, and consideration of Art Dubai's tone of voice
- Assist in the production - drafting, uploading and distributing - of blog stories, newsletters, e-shots and press releases

Press and Media Partners:

- Prepare pitch content for local and regional press; produce thoughtful, high quality story packages that make sense for all types of media

- Track press coverage online and in print, manage press archive, and keep the team updated on coverage and press opportunities
- Assist in answering press requests and interviews; keep an updated request and coverage tracker
- Assist in pre-fair press accreditation and press management during the fair
- Assist in management and upkeep of Art Dubai's press database: inputting new contacts and creating press lists for events, with a focus on local and regional media
- Manage Art Dubai's media partners
- Manage Art Dubai's digital press office

Digital Marketing and Social Media

- Assist the Social Media Manager with managing Art Dubai's social media platforms
- Monitor follower engagement and growth

Interested? Email your CV and cover letter to: emily@artdubai.ae