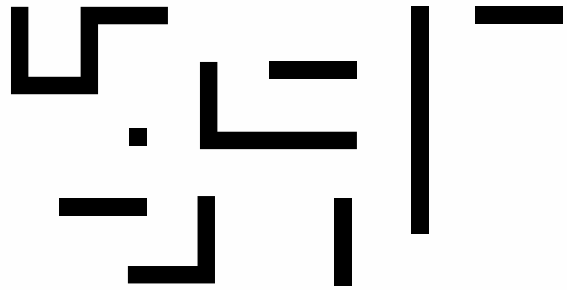


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



Traineeship Placement

Position: Education Assistant

Dates: January 5 – March 31, 2020

ART DUBAI

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

The 14th edition of the fair takes place March 25-28, 2020, 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, 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 thirteen 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.

Traineeship: Education Assistant

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

- Assist with the planning and production of the Sheikha Manal Little Artists Program
- Liaise with the program lead artist on requirements and materials
- Manage bookings for the Sheikha Manal Little Artists Program workshops and tours
- Assist with Education Programmes – Campus Art Dubai and Art Dubai Fellowship
- Assist with updating relevant collateral, signage, catalogues, books, website, and other materials for the Education Programmes
- Assist with marketing, press, social media and community outreach as relates to the programme
- Reach out to schools to plan student visits and workshops
- Manage Education volunteers on-site
- Manage on-site logistics for student visits to the fair
- Troubleshoot problems and raise them immediately with the Programme Manager

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 have:

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- 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)