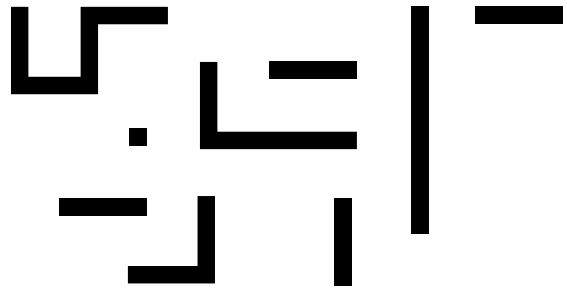


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



Traineeship Placement

Position: Fair Assistant

Dates: November 3, 2019 – April 2, 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.

RESPONSIBILITIES

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

- 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 the master schedule (including liaising with the whole team to make sure all programming is updated)
- Assist with the creation of LPOs, invoices and track status of orders when required (including contractors and suppliers)
- Assist with managing suppliers and contractors onsite (including venue, contractors and suppliers)
- Assist with the production of all fair collateral and signage, including liaising with the relevant departments for content, the design agency and in-house graphic designer for edits and final files
- Assist in liaising with ticket sale providers and tracking sale figures
- Liaise with institutions and partners, coordinating aspects of their presence in the fair

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- Liaise with the Arabic translator and proof read all translations for collateral and signage content
- Liaise with the venue regarding the setup, security and F&B
- Manage the access badge printing system for all exhibitors, staff and contractors (receiving content, production, and distribution)
- Manage set up of onsite access badge printing at the fair welcome desks (Liaise with IT and CRM department)
- Assist with running the team meetings (create minutes, meeting requests, and room booking)
- Assist with 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
- Assist with overseeing the relevant areas on-site during the fair
- Help manage the production volunteers during the fair
- Assist with take down, office move, collateral archive and post fair tasks
- 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 of **November 3, 2019** and have:

- The role requires the candidate is dynamic, enthusiastic, flexible and hard-working
- IT skills: high proficiency in Microsoft Office (including Word, Excel, PowerPoint); knowledge of Adobe Suites preferred (InDesign, Photoshop), website editing knowledge preferred (WordPress)
- 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
- Accurate and reliable work
- Calm, well-mannered and always friendly
- Excellent command of English and Arabic, should be comfortable translating text between the two languages
- Relevant experience in assisting and working on large-scale events preferred