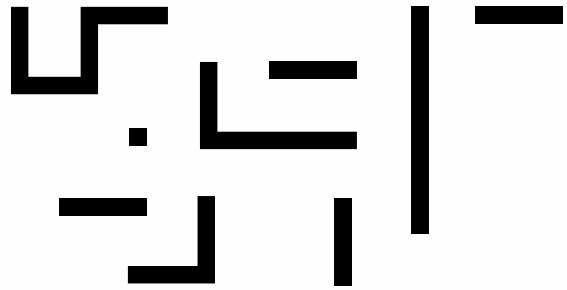


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



5 month & 3 month Traineeship Placement Gallery Relations Assistant

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 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 names, **Modern**, devoted to masters from the Middle East, Africa and South Asia, **Residents**, dedicated to Sub-Saharan African galleries who will bring a represented artist for a 6-8 week residency in the UAE, and finally, **Bawwaba (meaning gateway in Arabic)**, a section of the fair that will showcase 10 solo exhibitions with works created within the last year or conceived specifically for the fair.

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.

Traineeships are 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.

RESPONSIBILITIES

As a member of the Art Dubai Galleries team in the lead up to the fair you will be able to competently work with the galleries first hand. You will be able to independently assist the approx. 90 galleries participating at Art Dubai on all aspects of the fair including the daily scheduling as well as questions on booth set-up and de-installation, storage, shipping and sales procedure, surrounding events and private invitations which were arranged for exhibitors. You will communicate with logistical partners, contractors and contribute to a smoothly run event.

The roles require the Gallery Relations Assistant working full-time, or at flexible hours/location as per discretion of the Artistic Director and Gallery Relations Manager for the below time periods:

- 5 month traineeship from November 3, 2019 until April 2, 2020
- 3 month traineeship from January 12 until April 2, 2020.

These roles include but are not limited to:

- Assisting the Galleries and Residents Artists on all aspects in the preparation of their participation at Art Dubai and on-site.
- Assist in compiling and editing all text and artwork image materials for the website/catalogue/press materials/brochures; maintaining image library and archives.

ART DUBAI

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

- Completing administrative assignments such as research, exhibitor statistics and database work.
- Assist in compiling and sharing social media content and statistics to the Communications team in the lead up, during and after the fair.
- Supporting the production of the exhibitions and overseeing on-site operations during the fair.
- Working closely with artists and aid the production of artworks and projects
- Coordinate public programming like Workshops, Artist Talks, Studio Visits
- 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.
- Deliver a comprehensive feedback report after the fair about the assistant's experience.

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. You will get the opportunity to learn about the Middle East Art market, be part of the UAE art community and build great relations.

The ideal candidates would have:

- 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 – often within a tight time-frame and challenging site-specific, public contexts
- 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, with attention to detail
- Resourceful and proactive
- Calm, well-mannered and always friendly
- Excellent command of English
- IT skills: proficiency in Microsoft Office (including Word, Excel, PowerPoint)

Preferred but not mandatory:

- History of working with galleries and/or artists
- Experience in website building and website development