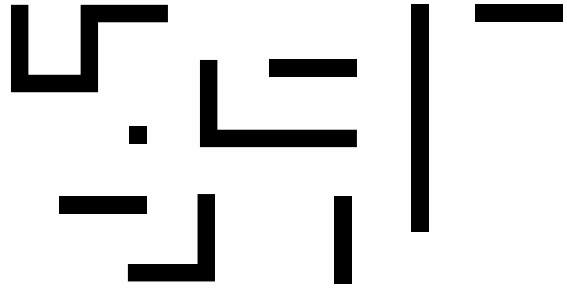


ART DUBAI

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



Traineeship Placement

Position: Communications Assistant

Dates: November 2019 to April 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 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.

ABOUT THE ROLE

Art Dubai seeks a meticulously organised team player to join the fair's Communications and Marketing team. The Communications and Marketing Trainee will report to the Communications and PR Manager, and work closely with the Social Media Manager to support the day-to-day operations of a busy Communications department in the lead up to its annual event. This support includes, but is not limited to, working with press on a local, region and international level, media partners and with the fair's various social media platforms as well as supporting the logistics and itinerary of Art Dubai's hosted press trip and press management during the fair.

This is a very hands-on dynamic role providing the right candidate a well-rounded learning experience to develop and progress in their career. The ideal candidate will be able to demonstrate an interest in developing a career in marketing and communications and within the art and cultural sectors, with previous internship experience in working with press and social media an advantage.

Excellent command of English and confident draft writing skills are a must; written and spoken Arabic a plus.

RESPONSIBILITIES

📍 @ARTDUBAI - FACEBOOK.COM/ARTDUBAI.ARTFAIR - ARTDUBAI.AE

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Press office management

- Support in the management of the fair's press office: captioning and resizing press images, uploading them to the digital press library, recording press requests

Media monitoring

- Track press coverage online and in print and manage press archive
- Assist in pulling together regular bulletins for Art Dubai team and partners on

Content research and drafting content

- Research content angles under the direction of the team
- Drafting content for website and social media platforms
- Assist in uploading fresh content to Art Dubai's website

Press liaison

- Support the logistics and running of the fair's press conferences
- Assist in pre-fair press accreditation and management of press and media partners during the fair