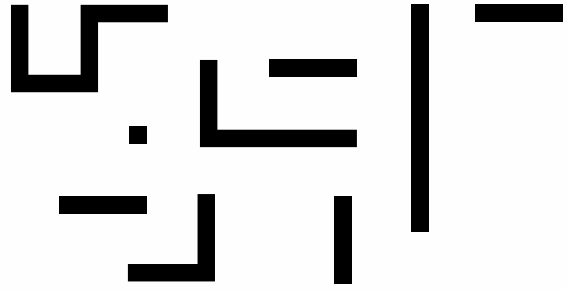


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



2 month Traineeship Placement – January 26th – April 2nd 2020 **Residents Production Assistant – Residents Programme**

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 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 African galleries who will bring a represented artist for a 6 week residency in the UAE, and finally, Bawwaba (**meaning gateway in Arabic**), a section of the fair that will showcase 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.

Responsibilities:

As a member of the Art Dubai Galleries team in the lead up to the fair you will be able to work with the galleries and artists first hand. You will be able to independently assist the approx. 6 galleries participating in the Residents Programme on all aspects of the fair including sourcing artist materials, visiting and assisting artists in their studios, documenting and attending public programming events, assisting the curator of the section with production of the exhibition and assisting with booth set-up and de-installation.

The role requires the Residents Production Assistant to work full-time, or at flexible hours/location as per discretion of the Artistic Director, Gallery Relations Manager and the section curator for the below time periods:

- 2 month traineeship from **January 26th** until **April 2nd, 2020**.

These role includes but are not limited to:

- Assisting the Galleries and Residents Artists on all aspects in the preparation and production of their participation at Art Dubai and on-site.
- Sourcing materials and working with artists on the production of their exhibition
- Supporting the production of the exhibitions and overseeing on-site operations during the fair.
- Assisting in compiling and editing all text and artwork image materials for the website/catalogue/press materials/brochures; maintaining image library and archives.
- Working closely with the section curator on all production aspects of the exhibition.
- Completing administrative assignments such as research, exhibitor statistics and database work.
- Assisting in compiling and sharing social media content and statistics to the Communications team in the lead up, during and after the fair.
- Working closely with artists and aid the production of artworks and projects
- Coordinating public programming like Workshops, Artist Talks, Studio Visits
- Working 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.

ART DUBAI

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

- Deliver a comprehensive feedback report after the fair about the assistant's experience.

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 assisting artists
- History of producing an exhibition and/or event
- Experience in website building and website development