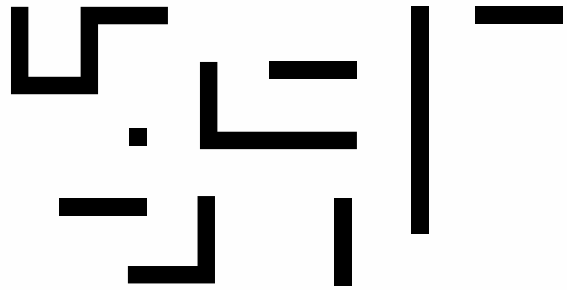


**ART DUBAI**

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

**Traineeship Placement****Position: Education Assistant**

**Dates:** February 15- March 23, 2021

**ART DUBAI**

Art Dubai is the Middle East's leading international art fair, taking place every March in Dubai, UAE.

Over the past 14 years, Art Dubai has cemented its role in being a major catalyst in the local, regional and international conversations on art from the Middle East and surrounding region (MENASA - Middle East, North Africa & South Asia), and putting art from these territories onto the global map.

As one of the world's most international art fairs, Art Dubai has further expanded its commitment to cultivating a culture of discovery, offering exciting new global perspectives and broadening conversations about art beyond traditional western-led geographical scopes and narratives. Featuring three gallery sections (Contemporary, Modern, and Bawwaba), the fair drives meaningful engagement with the rich cultural heritage and contemporary art practices of the region and extending to territories across Southeast and Central Asia, the African continent, and Latin America.

In its role as talent incubator, Art Dubai has been the launch pad and development platform of the successful careers of artists, curators and art professionals, and continues to celebrate art excellence through its extended fair Programming, artist Commissions and initiatives such as the Ithra Art Prize. Art Dubai also works closely with its Partners in producing innovative art programming and supporting the cultural community.

**RESPONSIBILITIES**

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 Children's Programme
- Liaise with the program lead artist on requirements and materials
- Manage bookings for the Children's Programme 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

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- 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 **February 15, 2021** and 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
- 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)