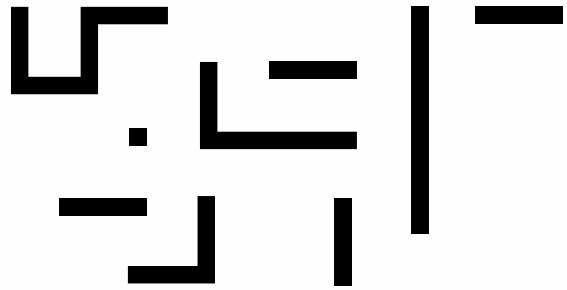


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



Traineeship Placement

Position: Fair Assistant

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 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

ART DUBAI

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

- Assist in liaising with ticket sale providers and tracking sale figures
- Assist with producing partner presentations
- Liaise with institutions and partners, coordinating aspects of their presence in the fair
- Liaise with the Arabic translator and proof read all translations for collateral and signage content
- Liaise with the venue and Art Dubai departments regarding the setup of the fair
- 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 Art Dubai team with website issues and handle website updates
- 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 **January 5, 2021** 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