

Traineeship Placement  
Position: VIP Assistant  
Dates: Immediate start – March 25, 2020

## ART DUBAI

Art Dubai is the leading international art fair in the Middle East, Africa and South Asia.

The 14<sup>th</sup> edition of the fair takes place March 17-20, 2021, in Dubai, United Arab Emirates.

- Art Dubai is the preeminent place to interact with art from the Middle East, North Africa and South Asia. The fair, which features around 100 galleries from countries from all over the world, is a space to encounter performances, installations, musical talent, children's workshops, curator-led tours of themed gallery sections.
- Art Dubai's extensive not-for-profit programme includes art commissions, talks, annual conferences, educational initiatives for children through to professionals, including the year-round art school Campus Art Dubai and the critically-acclaimed talks programme the Global Art Forum.

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

The role requires someone organised, dynamic, enthusiastic, flexible and hardworking with experience in events management. The VIP assistant shall, from the effective date provide the following services to the Company including but not limited to:

- Support VIP Relations department in all aspects of preparation for the fair, particularly the different programmes the department runs (VIP Programme, Invited Curators Programme, International Collectors Programme and bespoke museum patrons programmes).
- Assist VIP team on various administrative assignments such as research, database management, scheduling, and more.
- Assist with coordinating fair programme of events, including dinners, receptions and hospitality events both on and off-site.
- Maintain the content of the VIP website and VIP login.
- Ensure VIP services run smoothly in the run-up to and during the fair by playing key role in executing VIP team tasks.
- Act as a point of contact for collectors, curators and artists.
- Attend industry events and gallery openings in order to maximise networking opportunities across the UAE.
- 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.
- The VIP Assistant will report to the Assistant Director, VIP Relations whilst working in close consultation with the rest of the team.

## DESCRIPTION

As a member of the Art Dubai team in the lead up to the fair, you will be one of the first points of contact for all our guests attending or interested to attend the fair. You will be able to independently assist interested guests at Art Dubai on all aspects of the fair including the daily VIP programming as well as questions on surrounding events and private invitations when appropriate. You will communicate with team members and contribute to a smoothly run event.

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 immediately and have:

- Professional, hospitable demeanor and diplomatic approach
- 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)
- Accurate, detailed and reliable work
- Calm, well-mannered and always friendly
- Excellent command of English and other languages preferred
- Relevant experience in hospitality, logistics and/or large scale events and working with VIPs in a fast moving environment preferred
- Proficient or advanced in Microsoft Office (including Word, Excel, PowerPoint); knowledge of Adobe Suites preferred (InDesign, Photoshop), knowledge of web platforms preferred