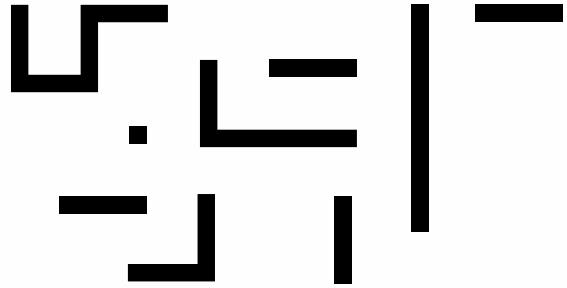


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



Traineeship Placement
Exhibitor Relations Assistant
Dates: December 12 2021 to March 2022

Art Dubai

At Art Dubai, we are committed to offer exciting new global perspectives and broadening conversations about art beyond traditional, western-led, geographical scopes and narratives. We drive meaningful engagement with the rich cultural heritage and contemporary art practices of the region and extend to territories across Southeast and Central Asia, the African continent, and Latin America.

Join our team to become a part of the Middle East's leading international art fair and make a tangible difference in the cultural landscape of the Global South.

Traineeships at Art Dubai

Temporary work placements designed for the fair at Art Dubai are aimed at young professionals who have completed internships within the art world, or for those who have experience in other fields and are looking to make a switch to the art world. This unique opportunity gives exceptional individuals the opportunity to gain real hands-on experience working alongside the Art Dubai team, and to take on areas of responsibility through the period in the lead-up to the Fair.

Responsibilities

As a member of the Art Dubai Galleries team in the lead up to the Fair you will be able to competently work with the galleries first hand. You will be able to independently assist the approx. 90 galleries participating at Art Dubai on all aspects of the Fair including the daily scheduling as well as questions on booth set-up and de-installation, storage, shipping and sales procedure, surrounding events and private invitations which were arranged for exhibitors. You will communicate with logistical partners, contractors and contribute to a smoothly run event.

The role requires the Exhibitor Relations Assistant working full-time, or at flexible hours/location as per discretion of the Artistic Director and Exhibitor Relations Manager, from **November 21, 2021** till **March 17, 2022**.

This role includes but is not limited to:

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

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

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. You will get the opportunity to learn about the Middle East Art market, be part of the UAE art community and build great relations.

The ideal candidate would be available as of **December 12, 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 – 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 artists
- Experience in website building and website development

Interested? Email your CV and a cover letter to: tanya@artdubai.ae with the subject **“Exhibitor Relations Assistant – your name”**