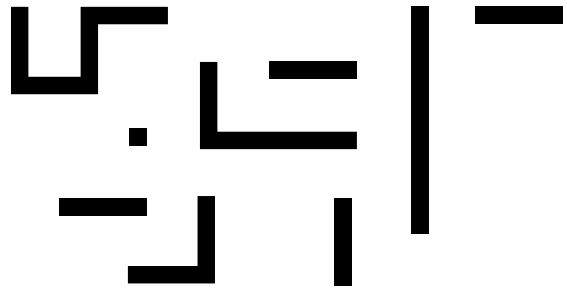


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



Traineeship Placement

Position: Sponsorship Communications Assistant

Dates: Jan 23, 2022 – March 17, 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.

RESPONSIBILITIES

The role requires someone dynamic, enthusiastic, flexible and hardworking who ideally has experience in event management. The Sponsorship Communications Assistant shall, from the effective date provide the following services to the company, including but not limited to:

- Work with the Head of Sponsorship, the VIP department, the Communications Department, the Fair Manager and other members of the Art Dubai team to facilitate the activation of the sponsorship at Art Dubai
- Assist in liaising with the sponsors regarding their presence at the fair
- Maintain excellent relationships with the sponsors
- Coming up with new methods to have more coverage of sponsorship activations on the press and social media
- Assist in developing sponsorship's activation/programmes' reports
- Closely working with the Communications and Social Media Managers
- Track the press and social media coverage of Art Dubai sponsors
- Assist in compiling and editing all text and image materials from the sponsors needed for the website/catalogue/press materials/brochures
- Assist with research, organising, filing and editing content
- 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
- Assist in writing a report for each sponsor after the fair

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.

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The ideal candidate would be available as of **January 23, 2022** and have:

- 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 (fast learning)
- Dynamic personality, using his/her own initiative
- Provide accurate and reliable work
- Calm, well-mannered and always friendly
- Excellent command of English; Arabic would be an advantage
- Relevant experience in assisting and working on large-scale events
- IT skills: high proficiency in Microsoft Office (including Word, Excel, PowerPoint); knowledge of Adobe Suites preferred (InDesign, Photoshop)
- UAE driving license preferred but not necessary