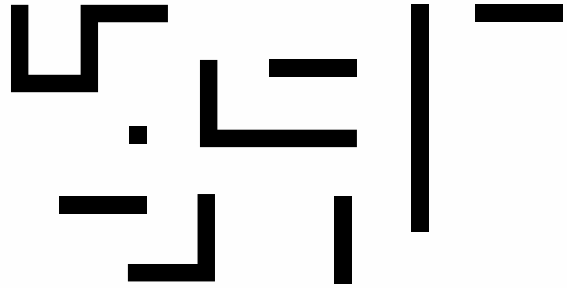


ART DUBAI

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

**Traineeship Placement**

Position: Project Assistant

Dates: August 2022 to September 2022

ART DUBAI GROUP

At Art Dubai Group, we are committed to offering exciting new global perspectives and broadening conversations about art, design and entrepreneurship beyond traditional, western-led, geographical scopes and narratives.

Join our team to become a part of one of the Middle East's key cultural entities and make a tangible difference in the cultural landscape of the Global South.

RESPONSIBILITIES

The role requires a dynamic, enthusiastic, flexible and hardworking individual who ideally has experience in project coordination. The Project Assistant shall, from the effective date provide the following services to the Company, including but not limited to:

- Facilitate alongside the Art Dubai Group team the production of the project
- Work and organise material proficiently using Microsoft Office (including Word, Excel and PowerPoint, and Google Docs, Sheets, and Slides)
- Manage the master timeline (including liaising with the team and external parties such as production team, Arabic translators and creative writer)
- Assist with the creation of LPOs and invoices for all 3rd parties including production team, Arabic translators and creative writer
- Assist with the production of project footage, including liaising with the relevant departments for content, the production agency and in-house graphic designer for edits and final files
- Assist with producing partner presentations
- Liaise with participants, institutions and partners, coordinating aspects of their presence in the project
- Liaise with creative writer for writing video briefs, biographies, artwork descriptions etc.
- Liaise with the Arabic translator for translation of briefs, biographies and subtitling of videos
- Liaise with Art Dubai departments regarding contacting potential participants and creation of content
- Liaise with the production agency and participants regarding video and/or photoshoots for the project
- Work outside of normal working hours (9am to 6pm) and days (Monday-Friday) during the project if necessary

DESCRIPTION

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The project 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 August 8, 2022 and have:

- A dynamic, enthusiastic, flexible and hard-working outlook
- IT skills: high proficiency in Microsoft Office (including Word, Excel, PowerPoint) and Google Docs, Sheets and Slides; knowledge of Adobe Suites preferred (InDesign, Photoshop), website editing knowledge preferred (WordPress)
- Professional demeanor and diplomatic approach
- Excellent communication, writing and research skills
- Excellent written email language
- 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 proficiency in Arabic is preferred
- Relevant experience in assisting and working on such projects is preferred

Interested? Email your CV and a cover letter to: shayan@artdubai.ae with the subject "Project Assistant – your name"