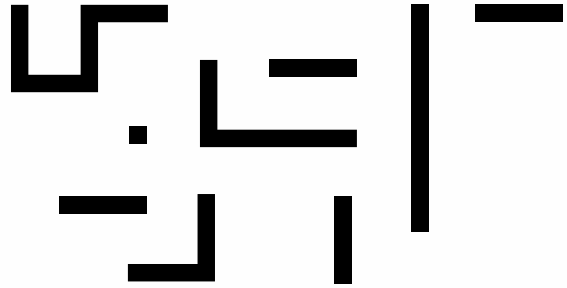


**ART DUBAI**  
BUILDING 7, FLOOR 4, 403A & 404A,  
DUBAI DESIGN DISTRICT (D3),  
PO BOX 72645,  
DUBAI, UAE



### **Traineeship Placement**

**Position:** VIP Assistant

**Dates:** 2 January 2023 to 10 March 2023

### **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**

Reporting to the Associate Director of VIP Relations. The role requires someone dynamic, enthusiastic, flexible and hardworking who ideally has experience in event production. 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 and year-round efforts
- Complete administrative assignments such as research and database management
- Manage VIP inboxes, invitation requests and accreditation requests
- Assist with all VIP programmes including research, logistics, organisation and admin tasks; organise, file and edit content related to relevant VIP programming
- Collate, draft and maintain the content of the VIP website and VIP login/relevant app sections
- Assist with coordinating fair programme of events, including dinners, receptions and hospitality events both on and off-site
- Act as a point of contact for collectors, curators and other guests
- Work and organise material proficiently using Microsoft Office (including Word, Excel and PowerPoint) and Google docs
- Assist with producing presentations & other content
- Attend industry events and gallery openings in order to maximise networking opportunities across the UAE
- Ensure VIP services run smoothly in the run-up-to and during the fair

### **Key Requirements**

The fair is a high profile, 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 is:

- Dynamic, enthusiastic, flexible and hard-working

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- Proficient in Microsoft Office (including Word, Excel, PowerPoint); knowledge of Adobe Suites preferred (InDesign, Photoshop), knowledgeable of web platforms
- Professional, and has a hospitable demeanor and diplomatic approach
- Knowledgeable/curious about the international and MENASA arts scenes
- Has excellent communication, writing and research skills
- Has excellent time-management and problem-solving skills
- Possesses the capacity for initiative, long-term planning and decision-making
- Able to work in a team and under pressure, for long hours when necessary
- Able to quickly integrate into a new environment and work within the given structure (fast learning)
- Accurate and reliable work
- Calm, well-mannered and always friendly
- Excellent command of English and other languages preferred
- Has relevant experience in the arts, hospitality, logistics and/or large scale events preferred

To apply, email your CV and a cover letter to [zain@artdubai.ae](mailto:zain@artdubai.ae) with the subject "VIP Assistant – your name".