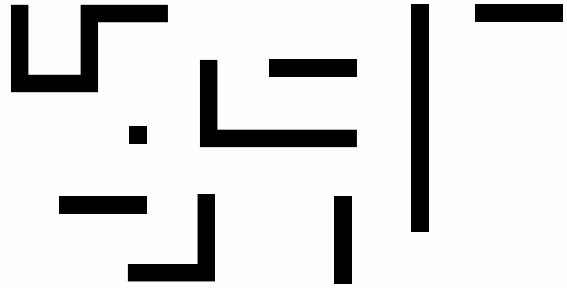


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



Traineeship Placement

Position: Communications Assistant

Dates: 1 November 2022 to 17 March 2023

ART DUBAI

At Art Dubai, we are committed to offering 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

Art Dubai seeks a meticulously organized team player to join the fair's Communications team. The Comms Assistant will report to the Communication Manager to support the day-to-day operations of the department in the lead up to its annual event. This support includes, but is not limited to, working with media on a local, region and international level, media and promotional partners, content creation for the fair's various marketing materials, supporting the logistics of the fair week and working at the events within the program.

This is a very hands-on dynamic role providing the right candidate a well-rounded learning experience to develop and progress in their career. The ideal candidate will be able to demonstrate an interest in developing a career in cultural communications, with previous internship experience in art institutions marketing or press departments is an advantage.

Excellent command of English and confident draft writing skills is a must; written and spoken Arabic a plus.

- Work with the Communications manager helping to manage day-to-day media relations
- Liaise with Art Dubai Press and Digital agencies, Social media manager for coordinating the fair coverage
- React to the incoming media requests, providing journalists the relevant press materials
- Assist in managing and updating current media list
- Assist in developing partnership proposals and agreements
- Assist in creating and managing the weekly Newsletter calendar, assist in creating content
- Assist in liaising with the media partners regarding their presence at the fair
- Assist in liaising with the promotion partners of the fair (non-media and non-sponsors)
- Assist with producing content briefs and deliverables for third party production companies
- Coordinate with the design team for advertising materials development (tracking deadlines, print and online tech requirements etc)
- Manage press accreditation for the fair, respond to requests, update the accreditation list
- Assist in assembling the press kit (collecting materials, printing, distributing)
- Assist with coordinating press events at the fair (press conference, press breakfast, interviews)
- Organize and manage press room at the fair

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- Assist in organizing the media corner at the fair (booths, shelves, signage, logo wall etc)
- Assist in coordinating photographers and videographers during the event
- Assist in arranging photo and video materials taken during the fair
- Assist in monitoring the fair coverage, collecting clipping report
- Assist in preparing press reports after the fair
- Work outside of normal working hours (9am to 6pm) and days (Monday-Friday) during Art Dubai events, programmes and closer to the date of the fair in March

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.

The ideal candidate would be available as of 1 November 2022 and meet the following description:

- Dynamic, enthusiastic, flexible and hard-working
- Excellent communication, writing and research skills
- Accurate and reliable work
- Professional demeanor and diplomatic approach
- Calm, well-mannered and always friendly
- Knowledge of the local (and regional) online and print media field, understanding of different media formats and thinking creatively about communicating to them
- Interest towards the contemporary culture and arts
- Ability to quickly integrate into a new environment and work within the given structure
- Relevant experience in working on large-scale events or art institutions preferred
- Great organization skills and the ability to work under pressure, for long hours when necessary
- Excellent command of English and proficiency in Arabic is preferred

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