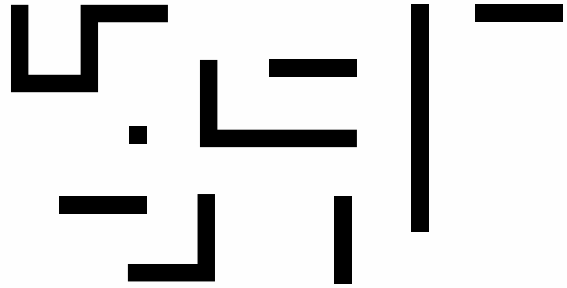


## **ART DUBAI**

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



### **Traineeship Placement**

**Position:** Graphic Design Assistant

**Dates:** 14 November 2022 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**

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

- Finalising a wide variety of designs for print
- Ability to adhere to and adapt templates and brand guidelines across all deliverables to ensure consistent artwork quality
- Collaborating with In-house Senior Graphic Designer on the layout aspects of all design items required for the fair, such as:
  - Art Dubai Invitations
  - Fair Map
  - Fair Signage
  - Presentations
  - Print and Digital Advertisements
  - Social Media posts
  - Resizing (and retouching, if needed) images for newsletter and website
  - Programme: Campus Art Dubai Certificates
  - Programme: Volunteer Certificates
- Having a proper understanding of the wayfinding/setup of the fair
- Working with Arabic and English (layout, creativity and attention to detail)
- Work outside of normal working hours (9am to 6pm) and days (Monday-Friday) closer to the date of the fair

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**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 from the start of November 2022 till 10 March 2023 and have/be:

- Proficiency in Adobe Creative Suite – Adobe InDesign, Photoshop, Premiere Pro, After Effects
- Proficiency in Microsoft Office (including Word, Excel, PowerPoint)
- Proficiency working with Google Slides and Google Docs
- Excellent command of English and proficiency in Arabic is preferred
- Experience in management of artwork collateral
- A strong eye for visual composition
- Ability to find creative solutions
- Effective time management skills and the ability to meet deadlines
- Meticulous about keeping work files organized
- An understanding of design in multiple mediums — print, digital, mobile.
- The ability to work in a team and under pressure, for long hours when necessary
- The ability to quickly integrate into a new environment and work within the given structure
- The ability to work independently with good interpersonal skill

Interested? Email your CV and portfolio to: [neha.kalvani@artdubai.ae](mailto:neha.kalvani@artdubai.ae) with the subject “Graphic Design Assistant – your name”