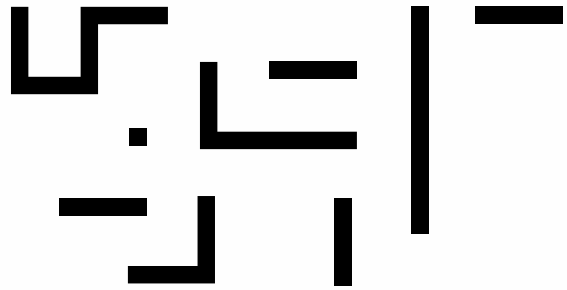


**ART DUBAI**  
BUILDING 7, FLOOR 4, 403A & 404A,  
DUBAI DESIGN DISTRICT (D3),  
PO BOX 72645,  
DUBAI, UAE



### **Traineeship Placement**

**Position:** Social Media 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**

Art Dubai seeks a meticulously organized team player to join the fair's Social Media team. The Social Media Assistant will report to the Social Media Manager to support the day-to-day operations of a busy Social Media department in the lead up to its annual event. This support includes, but is not limited to, working with galleries on a local, region and international level, media partners, sponsors, content creation and management with the fair's various social media platforms as well as supporting the logistics and itinerary of third-party production teams.

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 social media marketing within the art and cultural sectors, with previous internship experience in social media marketing is an advantage.

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

- Facilitate alongside the Social Media Manager and the Art Dubai team for daily content for Art Dubai's social platforms
- Work and organise material proficiently using Microsoft Office (including Word, Excel and PowerPoint)
- Assist in creating and managing the monthly content calendar
- Assist with gallery and sponsor outreach for content collaboration opportunities
- Assist with managing production talent and companies
- Assist with the production of all fair digital and social content, including liaising with the relevant departments for content, the design agency and in-house graphic designer for edits and final files
- Assist with producing content briefs and deliverables for third party production companies
- Liaise with Art Dubai departments such as Gallery, Sponsor and Communications, Fair Management, etc. for coordinating aspects the fair content and coverage
- Coordinate with the design team and agency for production of social and digital assets and campaign requirements
- Assist in live coverage and content creation during the event
- Assist with tracking and reporting on social media KPIs

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- 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 2 January 2023 and meet the following description:

- Dynamic, enthusiastic, flexible and hard-working
- Great Organization skills and the ability to work under pressure, for long hours when necessary
- Experience in working with the basics of social media- content planning, scheduling, and reporting tools
- Ability to think creatively for social media content opportunities
- Professional demeanor and diplomatic approach
- Excellent communication, writing and research skills
- Naturally digitally savvy with an eagerness to learn the dynamics of social media marketing
- 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 social media marketing and working on large-scale events preferred

Interested? Email your CV and a cover letter to: [prerna@artdubai.ae](mailto:prerna@artdubai.ae) with the subject "Social Media Assistant – your name"