

Company Event: Art Dubai
Reports to: Senior Fair Manager
Job Title: Student Tours Coordinator

Job Description

The role of the Student Tours & Workshops Coordinator is to schedule the logistics of the student tours at Art Dubai 2023.

The role responsibilities are:

- Outreach to new schools and universities with the aim of increasing school and pupil visitor numbers.
- Manage student tours registration system and respond to general enquiries.
- Plan the tour itinerary, coordinate the schools' visit schedule and time slots.
- Prepare the teachers handbook.
- Update and maintain school and university database.
- Recruit tour guides, brief them on the programme and manage their schedules.
- Lead the student tour guides around the Art Dubai venue ahead of the fair's opening day so that they have a clear understanding of the fair's orientation.
- Welcome student groups during Art Dubai.
- Coordinate all on-site logistics for student visits to the fair.
- Collect student and teacher feedback.
- Ensure certificates are prepared for the Student Tour guide volunteers post-fair and provide reference letters if requested.
- Participate in post event debrief meeting and prepare documents for next year's fair.