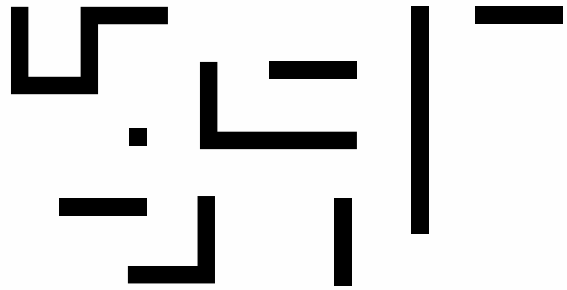


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



Traineeship Placement

Position: Programming Assistant

Dates: November 13, 2023 to March 8, 2024

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 working with artists and production. The Programming Assistant shall from the effective date provide the following services to the company, including but not limited to:

- Assist with Art Dubai's artist commissioning programmes.
- Assist with the Art Dubai's education programmes.
- Keep an overview of expenses/expenditure where required.
- Assist with updating relevant collateral, signage, website, and other materials for the not-for-profit & educational programmes.
- Assist in sourcing suppliers and materials as needed.
- Assist with marketing, press, social media and community outreach relating to programming.
- Work closely with the Programme Manager to schedule all on-site logistics and installation of projects at Madinat Jumeriah.
- Liaise with programme curators, artists and participants.
- Troubleshoot problems and raise them immediately with the Programme Manager.
- Assist in managing onsite volunteers at the fair.
- Update programme webpages across Art Dubai website.
- Assist in maintain trackers of different programmes.
- 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
- Be the main point of contact for all ad-hoc inquiries from programme supporters, contractors and suppliers.

DESCRIPTION

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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 November 13, 2023 and have:

- Knowledge/curiosity about the international and MENASA arts scenes
- Excellent communication, writing and research skills
- Excellent time-management and problem-solving skills
- Capacity for initiative, long-term planning and decision-making
- Ability to work in a team and under pressure, for long hours when necessary
- Ability to quickly integrate into a new environment and work within the given structure (fast learning)
- Dynamic personality and use initiative
- Accurate and reliable work
- Calm, well-mannered and friendly
- Excellent command of English and other languages preferred
- IT skills: proficiency in Microsoft Office (including Word, Excel, PowerPoint); knowledge of Adobe Suites preferred (Photoshop)
- Organized and responsible
- Relevant experience in assisting and working on large-scale events preferred