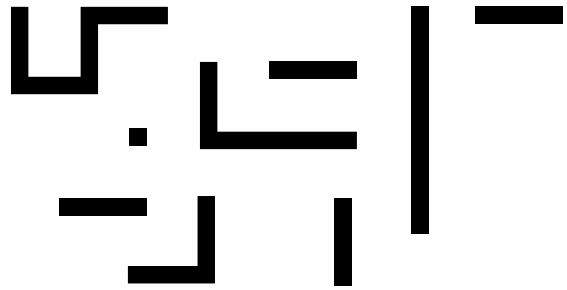


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



Traineeship Placement

Position: Assistant Content Creator

Dates: 4 December 2023 to 8 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

Art Dubai seeks a meticulously organized team player to join the fair's Social Media team. The Content Creator Assistant will report to the Social Media Manager to support in creating high-quality and engaging content, in the lead up to and during its annual event. This support includes, but is not limited to, working with galleries on a local, regional and international level, sponsors and 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 and content creation within the arts and cultural sectors, with previous internship experience in social media marketing or content creation being an advantage.

Excellent command of English, and video and image editing tools 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
- 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

ART DUBAI

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

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 13 December 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 design and content creation tools such as Adobe After Effects, Photoshop, Illustrator and other relevant applications in the Adobe creative suite.
- Have a keen eye for aesthetics.

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

- Ability to think creatively for social media content opportunities
- Professional demeanor and diplomatic approach
- Excellent communication, writing and content creation skills.
- Naturally digitally savvy with an eagerness to receive feedback.
- 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 content creation and working on large-scale events preferred