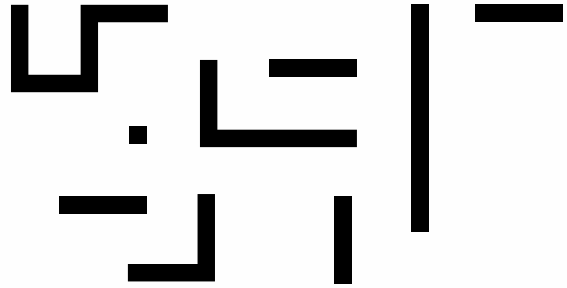


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



Traineeship Placement

Position: Communications Assistant

Dates: 6 November 2023 to 8 March 2024

ART DUBAI

At Art Dubai, we are committed to offering 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 Communications team. The Comms Assistant will report to the Communication Manager to support the day-to-day operations of the department in the lead up to its annual event. This support includes, but is not limited to, working with the fair's media, institutional and promotional partners, content creation for the fair's various marketing materials (eg Newsletters, E-shots etc), supporting the logistics of the fair week and working on the post-fair reporting and coverage tracking.

This is a very hands-on dynamic role providing the right candidate with 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 cultural communications, with previous internship experience in pr agencies or art institutions marketing or press departments being an advantage.

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

Before the fair:

- Work with the Communications manager helping to manage day-to-day media and internal relations
- Manage and update the current media list
- Liaise with the fair departments to collate information for upcoming press announcements
- Assist in developing media partnership proposals and agreements
- Daily monitor of the international art news and select relevant articles for the internal weekly digest
- Assist in tracking and updating the Newsletter content plan and calendar of publication
- Draft texts for Newsletter stories
- Draft designs of Newsletters using Mailchimp (email structure, selecting images,
- Coordinate with the design team for advertising materials development (tracking deadlines, print and online tech requirements etc)
- React to the incoming media requests, providing journalists with the relevant press materials and/or address requests to Comms team to handle

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- Manage press accreditation for the fair, update the accreditation list (starting from January 2024), weekly report on the status
- Liaising with media partners regarding their presence at the fair (access badges, logistics, documentation etc)
- Assist in assembling the press kit (collecting materials, printing, putting together press folders, uploading digital press kit)
- 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

During the fair:

Daily press monitoring and selecting coverage highlights for the internal digest

Assist with the press accreditation desk maintenance (press badges, press releases, journalists' requests etc)

Assist with coordinating press events (press conference, press breakfasts, interviews, photo shootings)

Organize daily photo and video footage taken at the fair (naming, filing, and folder arranging)

Assist in maintaining the media zone at the fair (booths, shelves, magazines upload, make sure media partners are happy etc)

Supervise volunteers helping the Comms team during the fair

Post-fair:

- Assist in the international coverage monitoring, collecting, and making clippings
- Pulling out media quotes, sponsors and programme bits mentions, filling the coverage tracker document
- Organize photo documentation in folders, filing, naming, and coordinating fair's departments to contribute to their part
-
- Assist in preparing post-event reports for sponsors and partners (Comms part)

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 6 November 2023 and meet the following description:

- Dynamic, enthusiastic, flexible and hard-working
- Excellent communication, writing and research skills
- Accurate and reliable work, quick learning
- Professional demeanor and diplomatic approach
- Calm, well-mannered and always friendly
- Knowledge of the local (and regional) online and print media field, understanding of different media formats and thinking creatively about communicating to them

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- Interest towards the contemporary culture and arts
- Ability to process large amounts of information, summarize and pull out the essential information
- Ability to quickly integrate into a new environment and work within the given structure
- Knowledge of the Office programmes
- Relevant experience in working on large-scale events or art institutions preferred
- Great organization skills and the ability to work under pressure, for long hours when necessary
- Excellent command of English and proficiency in Arabic is preferred