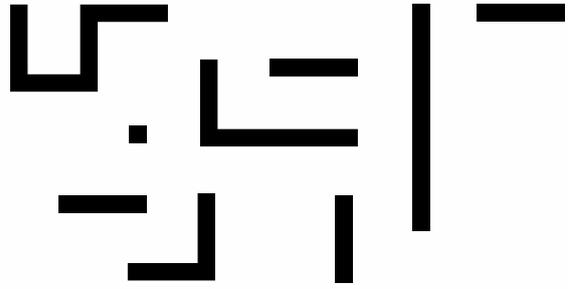


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



Traineeship Placement

Position: Sponsorship Assistant

Dates: November 1, 2023 to March 29, 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

The role requires someone dynamic, enthusiastic, flexible and hardworking who ideally has experience in event management. The Sponsorship Assistant shall, from the effective date provide the following services to the company, including but not limited to:

- Work with the Executive Director, Head of Audience Development & Partnerships, Communications Department, VIP Department and Programming Coordinator to facilitate the activation and delivery of Art Dubai's sponsorships and corresponding programmes
- Assist with Art Dubai's cultural partnerships programming
- Assist in liaising with sponsors and coordinating all aspects of their presence at the fair
- Maintain excellent relationships with the sponsors
- Support the VIP team in coordinating event guest lists and entertainment requirements
- Ensure the delivery of agreed sponsor benefits e.g. invitations
- Assist with relevant collateral, signage, website, and other materials for the fair's sponsors and programming
- Assist in sourcing suppliers and materials as needed
- Keep an overview of expenses/expenditure where required
- Assist with marketing, press, social media and community outreach relating to sponsors and programming
- Track the press and social media coverage of Art Dubai sponsors
- Assist in compiling and editing all text and image materials from the sponsors needed for the website/catalogue/press materials/brochures
- Assist with overseeing allocated sponsor spaces and on-site operations before and during the fair
- Assist with researching, organising, filing and editing content
- Liaise with programme curators, artists and participants
- Troubleshoot problems and raise them immediately with the team
- Deliver comprehensive feedback reports for each sponsor after the fair
- Work outside of normal working hours (9am to 6pm) and days (Sunday-Thursday) during Art Dubai events, sponsor related programmes and closer to the date of the fair

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Key Requirements

The fair is a high profile, demanding environment which may involve long working hours. This role requires the ability to perceive and understand requirements in a very short period, to correctly assess the urgency of situations and find accustomed solutions for every request.

The ideal candidate is:

- Dynamic, enthusiastic, flexible, and hard-working
- Proficient in Microsoft Office (including Word, Excel, PowerPoint); knowledge of Adobe Suites preferred (InDesign, Photoshop), knowledgeable of web platforms
- Professional, and has a hospitable demeanor and diplomatic approach
- Knowledgeable/curious about the international and MENASA arts scenes
- Has excellent communication, writing and research skills
- Has excellent time-management and problem-solving skills
- Possesses the capacity for initiative, long-term planning and decision-making
- Able to work in a team and under pressure, for long hours when necessary
- Able to quickly integrate into a new environment and work within the given structure (fast learning)
- Accurate and reliable work
- Calm, well-mannered and always friendly
- Excellent command of English and other languages preferred
- Has relevant experience in the arts, hospitality, logistics and/or large-scale events preferred