

Art Dubai Group

Head of Communications

About us

The Art Dubai Group is a commercial public/private partnership that for almost 20 years has operated the region's most successful cultural events, as well as offering its industry expertise to private and government institutions.

Producing innovative programming to support the growth of the region's creative scene is in our DNA and alongside the events we own, we provide opportunities to individual creatives through education, commissions and awards; we provide thought leadership programmes across the year and we form bespoke local and international communities that foster dialogue and establish Dubai's positioning as a global cultural destination.

Role mission

We are seeking a highly organized dynamic individual with an entrepreneurial mindset and a proven track-record of impressive career progression in the last five years, who is willing to join our team and be based in Dubai full time. The right candidate will be exceptionally ambitious and able to adapt to often work long hours in order to grow the business.

The role for the first year will be to lead on the Art Dubai brand's communication strategy and cultural programming to amplify the fair's position in the global, regional and local media landscape and thereafter to develop the company's other business verticals.

Key responsibilities

- Manage all internal comms including internal liaison and information gathering across all departments
- Manage all external comms and produce general content, newsletters, website copy, blogs and news briefs
- Manage local agency to maximize press coverage for all content, create press releases and other relevant content, manage press database, press conference, press trip and press accreditation process.
- Oversee all media partnerships, proactively identify suitable media partners, outreach, management of the relationship pre-fair and onsite to ensure maximum benefit for the fair
- Oversee and manage sponsorship comms

Skills and Knowledge

- Experience in communications, PR and marketing and showing impressive career progression in the last 5 years
- Highly organized and dynamic personality
- Excellent people and stakeholder management skills and natural networker
- Meticulous writing and editing skills
- Ability to work long hours and operate under pressure; manage and prioritize multiple tasks
- Preferably some experience of working in creative industries or/and working in the UAE

What we offer

- An engaging and ambitious work culture
- Opportunity to work with some of the brightest and most entrepreneurial minds in the cultural industry including private and government entities
- Competitive remuneration
- Unrivalled potential for personal growth and development

How to apply

To apply, please send your CV and cover letter to careers@artdubai.ae stating the following:

- Number of years of experience in Communications and PR
- In a max 150 words describe your career to date
- If any, briefly list your experience of working in creative industries or/and working in the UAE

(Only applications in this format will be considered)