



Company Event: Art Dubai

Job Title: Partnerships Project Manager

Reporting to: Executive Director, and Head of Partnerships & Audiences of Art Dubai

Job Description:

This role is responsible for assisting with all logistics involved in the production of Art Dubai partner spaces and their associated collateral, websites and mobile applications. The Project Manager also oversees partners' programming.

This is a temporary position with the potential to go full-time based on performance after Art Dubai 2025.

Main Responsibilities:

- Research potential partners and find & connect with relevant contact people.
- Support in creating proposals and pitches for potential and existing partners.
- Manage all admin for existing sponsors and oversee the Partnerships folder.
- Assist with sponsor events, activations, and other in-person deliverables.
- Assist in sourcing suppliers and materials as needed.
- Keep an overview of expenses/expenditure where required.
- Assist with liaising with partner representatives for their activations and programmes.
- Manage and oversee allocated sponsor spaces, including on-site operations before and during the fair.
- Manage the build-up of partner spaces and activations at Art Dubai, including production/logistics.
- Act as the main point of contact for partners onsite regarding production/operation-related matters.
- Build, manage, and oversee partnership trackers, follow-up requirements, and deliverables for all potential and existing partners.
- Assist in compiling and editing all text and image materials from the sponsors needed for the website, catalogue, press materials, and brochures.
- Manage Art Dubai's partners' presence on the fair's website and mobile application.
- Assist with marketing, press, social media, and community outreach relating to sponsors and programming.
- Manage the distribution of event access badges to partners.
- Manage barter deals and partnerships for design-related spaces at Art Dubai.
- Ensure the delivery of agreed sponsor benefits such as invitations.
- Assist with shipping physical invitations to partners for their guests.
- Deliver comprehensive feedback reports for each sponsor after the fair.
- Assist in overseeing and training the department trainees.