

TRAINEESHIP PLACEMENT

Position: Communications Assistant

Dates: 6 January, 2026 to 30 April, 2026

ART DUBAI AND THE DUBAI COLLECTION

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 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

Pre-fair:

- Work with the Communications manager to manage day-to-day PR and comms
- Media database management; updating current list, and adding new contacts
- Content support and management; liaise with the fair departments to collate information for announcements, including content for PR announcements, website and app; assist with management of storytelling document for PR pitches, and collate coverage for internal media reports
- Newsletter support: newsletter content plan admin, assist with drafting copy, collate content, support with creating newsletters in Marketing Cloud
- Website support: uploading content to website, copyediting content received, and liaise with fair departments for content updates
- Media partner support; support media partner admin (collating stats, agreements, tracker, access badges, logistics), and assisting with deliverable requirements
- Coordinate with the design team for advertising materials development (tracking deadlines, print and online tech requirements etc.)
- Press@ inbox management; respond to the incoming media requests, providing journalists with the relevant press materials and liaising with comms to facilitate request
- Manage press accreditation; create and send accreditation comms, manage timeline, manage enquiries, manage confirmed/rejected list
- Manage 'Around the UAE' project; liaising with freelancer to collate information from UAE institutions, and liaise with internal app team to publish content
- Press kit support; collating materials, copyediting, printing plan
- 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:

- Media partner support: manage press badges, media desk set up, digital screen set up, magazine deliveries, onsite enquiries
- Press kit creation; printing press kit and creating tiered press packs

- Daily press monitoring and selecting coverage highlights for the highlights deck
- 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
- Organise daily photo and video footage taken at the fair (naming, filing, and folder arranging)
- Supervise Comms volunteers, managing their daily tasks
- Assist with onsite press tours if required

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
- Organise 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 January 2026, and meet the following description:

- Dynamic, enthusiastic, flexible and hard-working
- Excellent communication, writing and research skills
- Accurate and reliable work, quick learning
- Professional demeanour 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
- 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
- Comfortable meeting new people and guiding a group of people on a tour
- Relevant experience in working on large-scale events or art institutions preferred
- Great organisation skills and the ability to work under pressure, for long hours when necessary
- Excellent command of English and proficiency in Arabic is a benefit