

TRAINEESHIP PLACEMENT

Position: Digital Products Assistant

Dates: December 2, 2025 to April 30, 2026

ART DUBAI

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.

ROLE OVERVIEW

We are seeking a proactive, detail-oriented, and tech-savvy Trainee to support our Digital Platforms team. This role is ideal for someone passionate about digital tools, app/web development, and the evolving role of AI in enhancing user experience within a fast-paced cultural environment.

You will report directly to the Digital Product Coordinator and work closely with internal teams and external developers to ensure a seamless digital experience across all Art Dubai platforms.

RESPONSIBILITIES

- Rigorously reviewing the app for any issues, glitches and bugs on a continuous basis.
- Notifying the Assistant Fair Manager/Digital Product Coordinator of problems within the app and finding solutions.
- Liaising with developers to correct issues, then following the required processes to ensure the problems are fixed and thoroughly tested.
- Monitoring VIP inboxes to address issues that our users are experiencing, liaising with the user until their problem has been resolved and simultaneously finding solutions by directing the issue to the relevant counterpart.
- Carefully updating the details of Art Dubai's database using the software Salesforce.
- Editing content on the Art Dubai app and website.
- Working with the Fair Management, and Digital Product teams to implement new features in the app.
- Researching similar apps in the industry and market for ideas and solutions.
- Proposing possible layout/designs for the app for the developers to implement.

WHO WE'RE LOOKING FOR

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, to correctly assess the urgency of situations and find accustomed solutions for every request.

The ideal candidate would be available as of December 2, 2025 and have:

- Strong attention to detail and an organized, methodical approach to tasks.

- Excellent communication skills in English, both written and verbal.
- Proactive problem-solver who takes initiative and suggests improvements.
- Basic familiarity with web/app development and content management systems.
- Interest or experience in using AI design tools, automation platforms, and AI-powered creative assistants.
- Understanding of AI workflows and enthusiasm for exploring emerging digital tools.
- Calm, collaborative, and composed under pressure, especially in fast-paced event environments.
- Ability to adapt quickly to changing priorities and support extended working hours as needed.