

TRAINEESHIP PLACEMENT

Position: Exhibitor Relations Assistant

Dates: 6 January to 30 April 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.

RESPONSIBILITIES

The role requires the Exhibitor Relations Assistant to be full-time, or at flexible hours/locations as per the discretion of the Exhibitor Relations Manager and the Artistic Director. This role includes but is not limited to:

- Assisting the Galleries on all aspects in the preparation of their participation at Art Dubai and on-site.
- Completing administrative assignments such as research, exhibitor statistics, and database work.
- Assist in compiling and editing all text and artwork image materials for the website/catalogue/press materials/brochures; maintaining image library and archives.
- Assist in compiling and sharing press and social media content and statistics with the Communications team in the lead-up, during, and after the Fair.
- Assisting in creating pdf presentations and artwork highlights
- Assisting in managing floor plans, booth layouts, access passes, and logistics
- Assisting in the communication with shippers and contractors
- Supporting the production and overseeing on-site operations before and during the Fair.
- Work outside of normal working hours (9 am to 6 pm) and days (Monday-Friday) during Art Dubai events, programmes, and closer to the date of the Fair in February and March 2024.
- Deliver a comprehensive feedback report after the Fair about the assistant's experience.

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 September 30, 2025 and have:

- Knowledge/curiosity about the MENASA and international art scenes
- Excellent command of English
- Excellent communication, writing, and research skills
- Accurate and reliable work, with attention to detail
- Excellent time-management and problem-solving skills
- IT Skills: excellent knowledge of Microsoft Office (including Excel), Windows, and Google Workspace (including Google Slides)
- Ability to work in a team and under pressure, for long hours when necessary

- Ability to quickly integrate into a new environment and work within the given structure (fast learning)
- Resourceful and proactive
- Calm, diplomatic, well-mannered, and always friendly
- Dynamic personality, using his/her own initiative

Preferred but not mandatory:

- History of working with galleries, institutions, art fairs, and/or artists
- Experience in working with large data and previous admin roles
- Knowledge of the UAE/GCC art scene