

TRAINEESHIP PLACEMENT

Position: Fair Assistant

Dates: 11 November 2025 – 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 someone dynamic, enthusiastic, flexible and hardworking who ideally has experience in event production. The Fair Assistant shall, from the effective date provide the following services to the Company, including but not limited to:

- Facilitate alongside Fair Management and the Art Dubai team for the production of the fair and venue
- Manage the master schedule (liaising with the whole team to ensure all programming is updated)
- Assist with managing suppliers and contractors onsite (including venue, contractors and suppliers)
- Assist with the production of all fair collateral and signage, including liaising with relevant departments, the design agency and in-house graphic designer
- Assist in liaising with ticket sale providers and tracking sale figures
- Assist with producing partner presentations
- Liaise with institutions and partners, coordinating aspects of their presence at the fair
- Liaise with the Arabic translator for collateral and signage content
- Liaise with Art Dubai departments regarding the setup of the fair
- Liaise with the venue regarding setup, security and F&B
- Manage the access badge printing system for exhibitors, staff and contractors (receiving content, production and distribution)
- Manage setup of onsite access badge printing at fair welcome desks (liaise with IT and CRM department)
- Assist with Art Dubai app updates and issues
- Assist with website updates and issues
- Assist with take down, office move, collateral archive and post-fair tasks
- Work outside of normal working hours during Art Dubai events and lead-up to the fair
- Assist with VIP liaison and guest experience during the fair
- Support Communications team in gathering materials for press and marketing use

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 11 November 2025 and have:

- Dynamic, enthusiastic, flexible and hard-working
- Professional demeanour and diplomatic approach

- Excellent communication, writing and research skills
- Excellent time-management and problem-solving skills
- Capacity for initiative, long-term planning and decision-making
- Ability to work in a team and under pressure
- Ability to quickly integrate into a new environment
- Accurate and reliable work
- Calm, well-mannered and friendly
- Excellent command of English; proficiency in Arabic preferred
- Relevant experience in large-scale event production