

TRAINEESHIP PLACEMENT

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

- Facilitate Work and organise material proficiently using Microsoft Office (Word, Excel, PowerPoint)
- Assist with the creation of LPOs, invoices and track status of orders (contractors and suppliers)
- Assist with managing suppliers and contractors onsite (venue, contractors and suppliers)
- Liaise with Art Dubai departments regarding fair setup
- 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 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 tracking stock of fair materials (lanyards, badges, wristbands, stationery, etc.)
- Assist with preparing operational manuals, schedules and briefing notes for fair-time staff and suppliers

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 have:

- IT skills: high proficiency in Microsoft Office (Word, Excel, PowerPoint); Adobe Suites knowledge preferred (InDesign, Photoshop)
- 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