

Freelance Trainee Placement

Position: Assistant AutoCAD Designer

Dates: September 30, 2024 to November 30, 2024

ART DUBAI

At Art Dubai, we are committed to offering 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 and managing large-scale floor plans. The Assistant AutoCAD Designer shall, from the effective date, provide the following services to the company, including but not limited to:

- Work with the Exhibitor Relations Manager and Assistant Fair Manager to prepare and adjust AutoCAD floor plans for the fair.
- Work on existing technical floor plans to amend and finalise exhibitor, partner and other booth layouts.
- Obtaining exact measurements of various elements using technical floor plans.
- Prepare mock-up layouts of fair sections.
- Prepare visual mock-ups of fair elements such as exhibitors booths and partner activations.
- Prepare non-technical maps of the fair, or sections of the fair.
- **(Optional)** Prepare 3D renders of fair elements such as exhibitor booths and partner activations.

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, 2024 and have/be:

- Proficiency in AutoCAD
- Proficiency in 3D rendering software is preferred but not necessary.
- Proficiency in Microsoft Office (including Word, Excel, PowerPoint)
- Proficiency working with Google Slides and Google Docs.
- Excellent command of English and proficiency in Arabic is preferred but not necessary.
- A strong eye for minute details.
- Effective time management skills and the ability to meet deadlines.
- Meticulous about keeping work files organised.

- The ability to work in a team and under pressure, for long hours when necessary.
- The ability to quickly integrate into a new environment and work within the given structure.
- The ability to work independently with good interpersonal skills.