

Traineeship Placement

Position: Programming Assistant – Talks

Dates: February 3, 2025 to May 2, 2025

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.

Traineeships at Art Dubai

Temporary work placements designed for the fair at Art Dubai are aimed at young professionals who have completed internships within the art world, or for those who have experience in other fields and are looking to make a switch to the art world. This unique opportunity gives exceptional individuals the opportunity to gain real hands-on experience working alongside the Art Dubai team and to take on areas of responsibility through the period in the lead-up to the Fair.

Responsibilities

The Talks Programme Assistant will facilitate key production-based elements of the talks and conferences taking place at Art Dubai. The selected candidate will get to learn about all aspects of the talks programme and will actively contribute to facilitating the talks programme by conducting research and liaising with suppliers, contractors and speakers. The opportunity will yield excellent experience in the contemporary international art scene as well as into the events industry.

This role includes but is not limited to:

- Facilitate the production of the talks programme and venue.
- Work and organize material proficiently using Microsoft Office (including Word, Excel and PowerPoint)
- Assist in liaising with artists, speakers, contributors and directors, coordinating all aspects of their presence in the fair and assisting with arranging their travel
- Assist with research, organizing, filing and editing content related to talks
- Assist with overseeing Art Dubai Auditorium areas on-site during the fair
- Assist with managing the AV team, photography, film crews and contractors onsite, and any additional suppliers
- Assist with the production of collateral
- Liaise with different Art Dubai teams such as the Communications department, providing information and completing processes to produce the programmes in a timely manner
- Help produce LPOs, invoices and track status
- Help manage other interns and volunteers helping out in relevant areas during the fair
- Sending weekly update/progress reports

- Work outside of normal working hours (9am to 6pm) and days during Art Dubai events, programmes and closer to the date of the fair in March

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. You will get the opportunity to learn about the Middle East Art market, be part of the UAE art community and build great relations.

The ideal candidate would be available as of February 3, 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