

## **Traineeship Placement**

**Position:** Student Tours Assistant

**Dates:** February 3, 2025 to April 25, 2025

## **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 liaising and connecting with regional schools and universities. The Student Tours Assistant shall, from the effective date provide the following services to the company, including but not limited to:

- Work with the Assistant Fair Manager, Programme Manager and Volunteers Manager to facilitate the activation of and smooth delivery of the student tours
- Reach out to schools and universities to plan student visits to the fair
- Reach out to schools regarding the A.R.M. Holding Children's Programme
- Coordinate the student group visit schedule and coordinate on-site logistics for their visits to the fair
- Coordinate with the internal Art Dubai team, primarily the Gallery Relations team to arrange smooth student tour visits to the fair
- Prepare the handbooks for student tour guides and provide training to them on their tasks
- Manage student tour guides and student tours on-site
- Keep track of all data related to the student tours including number of participating schools/universities, number of students/groups from each institution, and the total number of participating students

## **Key Requirements**

The fair is a high profile, demanding environment which may involve long working hours. This role requires the ability to perceive and understand requirements in a very short period, to correctly assess the urgency of situations and find accustomed solutions for every request.

The ideal candidate is:

- Dynamic, enthusiastic, flexible, and hard-working
- Proficient in Microsoft Office (including Word, Excel, PowerPoint); knowledge of Adobe Suites preferred (InDesign, Photoshop), knowledgeable of web platforms
- Professional, and has a hospitable demeanor and diplomatic approach
- Knowledgeable/curious about the international and MENASA arts scenes
- Has excellent communication, writing and research skills

- Has excellent time-management and problem-solving skills
- Possesses the capacity for initiative, long-term planning and decision-making
- Able to work in a team and under pressure, for long hours when necessary
- Able to quickly integrate into a new environment and work within the given structure (fast learning)
- Accurate and reliable work
- Calm, well-mannered and always friendly
- Excellent command of English and other languages preferred
- Has relevant experience in the arts, hospitality, logistics and/or large-scale events preferred