

Traineeship Placement

Position: Travel Assistant

Dates: February 3, 2025 to April 25, 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 Travel Assistant will facilitate key production-based elements of the travel requirements and logistics for the guests and participants of Art Dubai. The selected candidate will get to learn about all aspects of the visa acquisition, travel planning and scheduling, and will actively contribute to facilitating travel requirements by conducting research and liaising with suppliers, hotels, travel agencies and government bodies for issuing of visas. 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:

- Managing all travel requirements
- Coordinate hotel bookings for individual guests
- Booking of flights for individual guests
- Issuing visas and coordinating with a travel partner
- Managing ground transportation for groups
- Work outside of normal working hours (9am to 6pm) and days (Sunday-Thursday) 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:

- Excellent organisational and interpersonal skills
- Highly proficient in Excel
- Proven experience in travel bookings
- Ability to work under tight deadlines
- Good communication and diplomacy skills