

Traineeship Placement

Position: VIP Relations Assistant, Database and Outreach

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.

Responsibilities

Reporting to Head of Audience Development & Partnerships. The role requires someone dynamic, enthusiastic, flexible and hardworking who ideally has experience in event production. The VIP Assistant shall, from the effective date provide the following services to the Company, including but not limited to:

- Assist with all VIP programmes including research, logistics, organisation and admin tasks; organise, file and edit content related to relevant VIP programming.
- Collate, draft and maintain the content of the VIP website and VIP login/relevant app sections.
- Update and maintain contacts in the database with accurate profile information.
- Research and verify information on or required for the database.
- Collaborate with the CRM team to ensure database integrity and effectiveness.
- Incorporate VIP-specific data and updates into the database and supporting information especially for day one access invitations.
- Handle VIP requests, including invitations and accreditation requests months prior and during the week of the fair.
- Respond promptly to inquiries and concerns in the VIP inbox in the run up to the fair and during the fair week.
- Coordinate with the VIP team for any clarification or additional information needed.
- Ensure smooth app usage for VIPs and assist with any technical difficulties.
- Provide support at the welcome desk during the fair, addressing database-related queries and VIP requests.
- Work with the VIP Relations team to schedule tour consultants effectively.
- Coordinate on-site tour scheduling, ensuring seamless execution and adapting to any necessary changes.
- Manage additional tour consultants and their outreach requirements and requests effectively.
- Attend industry events and gallery openings in order to maximise networking opportunities across the UAE.
- Ensure VIP services run smoothly in the run-up-to and during the fair.
- Act as a point of contact for collectors, curators, and guests.

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 of time, 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 Salesforce, Adobe Suites preferred (InDesign, Photoshop), knowledgeable of web platforms
- 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
- Relevant experience in the arts, hospitality, logistics and/or large-scale events preferred