

### **Traineeship Placement**

**Position:** VIP Relations Assistant, Engagement Programmes

**Dates:** January 6, 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.

### **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:

- Coordinate and develop exclusive experiences and events for VIP guests, collectors, curators, and museum groups during Art Dubai.
- Act as the primary point of contact for VIP guests, collectors, curators, and museum groups, ensuring personalised engagement and exceptional experiences.
- Manage logistics, guest services, and event coordination to ensure smooth operations and seamless execution of programmes and events.
- Populate and manage the digital presence of the VIP programme on the Art Dubai app and website.
- Collaborate with internal teams, external partners, and stakeholders to plan and execute a diverse range of events, including tours and special visits.
- Coordinate with tour guides, the travel team, venues, and partners to organise off-site and on-site tours and visits.
- Oversee RSVP management, invitations and requests for programme participants and guests.
- Monitor event attendance, gather feedback, and make continuous improvements to enhance guest experiences and programme effectiveness.
- Ensure compliance with schedules, budgets, and quality standards while maintaining a high level of professionalism and customer satisfaction.
- Update the schedules, itineraries and manage relevant trackers and ensure all the latest VIP-related programmes, both on-site and off-site, are updated and relayed to teams for seamless coordination and execution.
- During the fair, manage the itineraries and make sure all planned events are running as planned.
- Utilise Microsoft Office and Google Docs proficiently for organising material and producing presentations.
- Assist in managing the VIP inbox and database management prior and during the fair

### **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:

- Organised, meticulous, enthusiastic, flexible and hard-working
- Proficient in Microsoft Office (including Word, Excel, PowerPoint); knowledge of 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
- 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