

## **Traineeship Placement**

Exhibitor Relations Assistant

**Dates:** December 2, 2024 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**

As a member of the Art Dubai Galleries Team in the lead-up to the fair you will be able to competently work with the galleries first-hand. You will be able to independently assist the approx. 100+ galleries participating at Art Dubai in all aspects of the Fair including the daily scheduling as well as questions on booth set-up and de-installation, storage, shipping and sales procedure, surrounding events, and private invitations which were arranged for exhibitors. You will communicate with logistical partners, contractors, and contribute to a smoothly run event.

The role requires the Exhibitor Relations Assistant to be full-time, or at flexible hours/locations as per the discretion of the Exhibitor Relations Manager and the Artistic Director.

This role includes but is not limited to:

- Assisting the Galleries on all aspects in the preparation of their participation at Art Dubai and on-site.
- Completing administrative assignments such as research, exhibitor statistics, and database work.
- Assist in compiling and editing all text and artwork image materials for the website/catalogue/press materials/brochures; maintaining image library and archives.
- Assist in compiling and sharing press and social media content and statistics with the Communications team in the lead-up, during, and after the Fair.
- Assisting in creating pdf presentations and artwork highlights
- Assisting in managing floor plans, booth layouts, access passes, and logistics
- Assisting in the communication with shippers and contractors

- Supporting the production and overseeing on-site operations before and during the Fair.
- Work outside of normal working hours (9 am to 6 pm) and days (Monday-Friday) during Art Dubai events, programmes, and closer to the date of the Fair in February and March 2024.
- Deliver a comprehensive feedback report after the Fair about the assistant's experience.

### **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 September 30, 2024 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