

Traineeship Placement

Position: Fair Assistant

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

The role requires someone dynamic, enthusiastic, flexible and hardworking who ideally has experience in event production. The Fair Assistant shall, from the effective date provide the following services to the Company, including but not limited to:

- Facilitate alongside Fair Management and the Art Dubai team for the production of the fair and venue
- Work and organise material proficiently using Microsoft Office (including Word, Excel and PowerPoint)
- Manage the master schedule (including liaising with the whole team to make sure all programming is updated)
- Assist with the creation of LPOs, invoices and track status of orders when required (including contractors and suppliers)
- Assist with managing suppliers and contractors onsite (including venue, contractors and suppliers)
- Assist with the production of all fair collateral and signage, including liaising with the relevant departments for content, the design agency and in-house graphic designer for edits and final files
- Assist in liaising with ticket sale providers and tracking sale figures
- Assist with producing partner presentations
- Liaise with institutions and partners, coordinating aspects of their presence in the fair
- Liaise with the Arabic translator for collateral and signage content
- Liaise with Art Dubai departments regarding the setup of the fair
- Liaise with the venue regarding the setup, security and F&B
- Manage the access badge printing system for all exhibitors, staff and contractors (receiving content, production, and distribution)
- Manage set up of onsite access badge printing at the fair welcome desks (Liaise with IT and CRM department)
- Assist with Art Dubai app updates and issues
- Assist with website updates and issues
- Assist with take down, office move, collateral archive and post fair tasks
- Work outside of normal working hours (9am to 6pm) and days (Monday-Friday) 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.

The ideal candidate would be available as of September 30, 2024 and have:

- The role requires the candidate is dynamic, enthusiastic, flexible and hard-working
- IT skills: high proficiency in Microsoft Office (including Word, Excel, PowerPoint); knowledge of Adobe Suites preferred (InDesign, Photoshop), website editing knowledge preferred (WordPress)
- Professional demeanor and diplomatic approach
- Excellent communication, writing and research skills
- Excellent time-management and problem-solving skills
- Capacity for initiative, long-term planning and decision-making
- 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
- Accurate and reliable work
- Calm, well-mannered and always friendly
- Excellent command of English and proficiency in Arabic is preferred
- Relevant experience in assisting and working on large-scale events preferred