

Position: Talks Programme Manager

Dates: December 2, 2024 – 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.

Role Summary

The Talks Programme Manager is responsible for managing and executing all aspects of the talks programme at Art Dubai. This includes liaising with participants, partners, and other internal departments to ensure the successful delivery of the programme. The role requires strong organisational skills, excellent communication, and the ability to work under pressure to achieve the highest standard of events.

Responsibilities

- Act as the primary contact for all talks programme participants, facilitating their involvement and addressing any requirements.
- Collaborate with the Partnerships department and external partners hosting or involved in the talks programme, ensuring seamless alignment and coordination.
- Work closely with the Travel department to arrange and oversee the travel, accommodation, and transportation needs for participants.
- Develop, manage, and oversee the schedule for all talks programmes, coordinating with internal teams to ensure smooth operations.
- Compile and share necessary information with Fair Management to secure required permits for the talks programme in line with regulatory guidelines.
- Manage logistics for talks spaces, including audiovisual needs, set-up and fit-out, and F&B arrangements, with the support of Fair Management.
- Liaise with the VIP Relations team to coordinate invitations for key participants and their engagement during the fair.
- Coordinate with the Digital Platforms team to upload relevant talks programme content onto the Art Dubai app.
- Manage the talks programme content on the Art Dubai website, ensuring accurate, timely updates and consistency with other fair materials.
- Recruit a Talks Programme trainee in collaboration with Fair Management. Provide training, daily briefings, and ongoing management of the trainee's responsibilities throughout the fair preparation period.

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 December 2, 2024 and have:

- Proficient in managing complex event logistics with an eye for detail.
- Exceptional organisational and multitasking abilities.
- Excellent verbal and written communication skills.
- Knowledge of international art scenes and an interest in cultural exchange is a plus
- Ability to work under pressure in a dynamic, fast-paced environment.
- Competence in using Microsoft Office and Google Workspace tools.