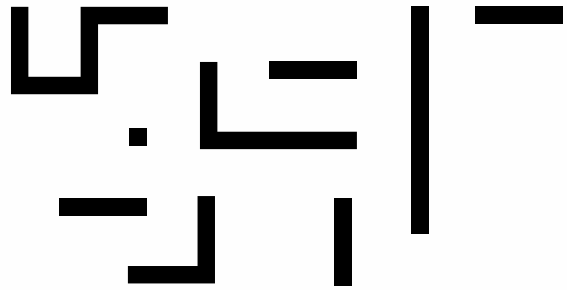


ART DUBAI
BUILDING 7, FLOOR 4, 403A & 404A,
DUBAI DESIGN DISTRICT (D3),
PO BOX 72645,
DUBAI, UAE



Traineeship Placement

Position: Communications & Social Media Assistant

Dates: October 2021 to April 2022

ABOUT 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.

ABOUT THE ROLE

Art Dubai seeks a meticulously organized team player to join the fair's Communications and Social Media team. The Communications and Social Media Trainee will report to the Communications Manager, and also work closely with the Social Media Manager to support the day-to-day operations of a busy Communications department in the lead up to its annual event. This support includes, but is not limited to, working with press on a local, region and international level, media partners and with the fair's various social media platforms as well as supporting the logistics and itinerary of Art Dubai's hosted press trip and press management during the fair.

This is a very hands-on dynamic role providing the right candidate a well-rounded learning experience to develop and progress in their career. The ideal candidate will be able to demonstrate an interest in developing a career in marketing and communications and within the art and cultural sectors, with previous internship experience in working with press and social media an advantage.

Excellent command of English and confident draft writing skills are a must; written and spoken Arabic a plus.

RESPONSIBILITIES

Writing and sub-editing:

- Write and edit copy with a meticulous eye for spelling, grammar and Art Dubai's tone of voice.
- Assist in production of newsletters, e-shots and press releases; write smart, sharp copy on deadline.

Press and Media Partners:

- Track press coverage online and in print, manage press archive, and keep the team in the know about coverage and press opportunities.
- Assist in answering press requests and interviews.

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- Assist in updating Art Dubai's website.
- Assist in management and upkeep of Art Dubai's press database.
- Support the logistics and running of the fair's press conferences.
- Assist in pre-fair press accreditation (400+ accredited press) and press management at the fair (press welcome desk, press passes, press requests, press room, TV and live radio).
- Assist in the liaising and management of media partners: outreach, deliverables and ads; onsite presence and distribution.

REQUIRED SKILLS

- Meticulous writing and editing skills.
- Excellent communication and organisation skills: you're outgoing, can produce a solid introductory email and your writing is strong and on point.
- Ability to work, write and execute under pressure; manage and prioritise multiple tasks while sticking to deadlines.
- Intuitive social media savviness, with a thoughtful understanding of the Art Dubai voice and brand.
- Arabic colloquial fluency and basic reading/writing strongly preferred – but this is not a translator role.
- The knowledge of how to speak and pitch to press, and specifically press from the UAE and MENASA region.

Interested? Email your CV and a cover letter to: nicole@artdubai.ae with the subject "Communications & Social Media Assistant – your name"