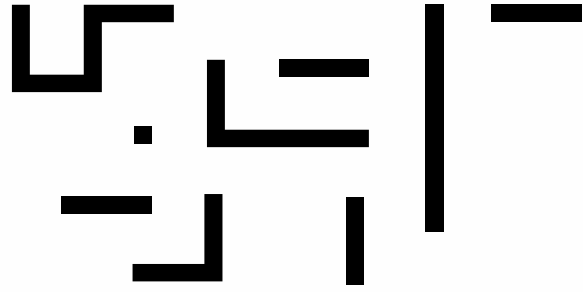


ART DUBAI

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

**Traineeship Placement**

Position: VIP Assistant

Dates: November 2021 to March 2022

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 events management. The VIP assistant shall, from the effective date provide the following services to the Company including but not limited to:

- Support VIP Relations department in all aspects of preparation for the fair, and the year round VIP outreach efforts
- Supporting on all administrative tasks for the department, VIP programmes and year round calendar of events
- Complete administrative assignments such as research and database management
- Assist with coordination and logistics for fair programme of events, including dinners, receptions and hospitality events both on and off-site
- Assist with uploading content of the VIP website and app
- Work and organise material proficiently using Microsoft Office (including Word, Excel and PowerPoint) and Google docs
- Act as a point of contact for collectors, curators and other VIPs; answering incoming VIP queries
- Ensure VIP services run smoothly in the run-up-to and during the fair
- Attend industry events and gallery openings in order to maximize networking opportunities across the UAE

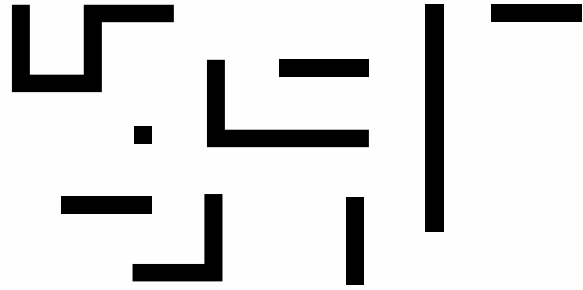
DESCRIPTION

As a member of the Art Dubai team in the lead up to the fair, you will be one of the first points of contact for all our guests attending or interested to attend the fair. You will be able to independently assist interested guests at Art Dubai on all aspects of the fair including the daily VIP programming as well as questions on surrounding events and private invitations when appropriate. You will communicate with team members and contribute to a smoothly run event.

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.

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The ideal candidate would be available as of **November 2021** and have:

- IT skills: proficiency in Microsoft Office (including Word, Excel, PowerPoint); knowledge of Adobe Suites preferred (InDesign, Photoshop), knowledge of web platforms preferred
- Professional, hospitable demeanor and diplomatic approach
- Knowledge/curiosity about the international and MENASA arts scenes
- 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
- Ability 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 hospitality, logistics and/or large scale events preferred

Interested? Email your CV and a cover letter to: zain@artdubai.ae with the subject "VIP Assistant - your name"