

Al Qasimi Foundation Position Overview:

# Arts and Culture Administrative Coordinator

**ABOUT THE AL QASIMI FOUNDATION**

The **Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research** was established in 2009 to support the social, cultural, and economic development of Ras Al Khaimah and the United Arab Emirates (UAE). The Al Qasimi Foundation seeks to support the public and private sectors by helping them with ground policy decisions and programming evidence-based research that reflects the best thinking in the world as well as the local Ras Al Khaimah and UAE contexts. Our work over the past 10 years has focused on generating world-class research, developing local capacity, and engaging the local community. While we continue to have a strong focus on improving education, we have also expanded our priority areas to include health, community development, arts, and culture and we have extended our reach to target groups that are particularly disadvantaged such as those in prison, low-income students and their families and those in the remote areas of Ras Al Khaimah.

# POSITION OVERVIEW & SCOPE

To provide comprehensive administrative support to the Arts and Culture Department and assist the Arts and Culture Manager in planning, developing, and executing all programs and events organized by the Foundation.

This position reports to the Arts and Culture Manager and is part of the Arts and Culture Department. It supports the Foundation by coordinating and assisting with the planning and execution of Ras Al Khaimah Art Festival and departmental programs, in alignment with the Foundation’s mission and goals.

# RESPONSIBILITIES

* Handles payment process of the department (SAP)
* Manages the Festival Artists from Submissions to post Festival wrap, including selection coordination, contract processing, logistical arrangements and onsite support.
* Responsible for carrying out the administrative functions in the department such by arranging flight tickets, accommodations, and transportation for the guest curators, Artist in Residence, Festival guests and department staff when travelling abroad to represent the Foundation.
* To assist the Arts and Culture team and the Foundation in delivering quality events to continually enhance its reputation in the region.

**ACCOUNTABILITIES**

* Festival (50%)
* SAP and Administrative function (40%)
* Events support (10%)

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| **Main Duties** |
| Responsible for SAP payment processes, including.* Oversee the end-to-end SAP payment process, including purchase requisitions, purchase order creation, and contract setup
* Create vendor records in SAP as needed and ensure all vendor data is accurate and up to date
* Monitor and track weekly and monthly payment schedules to meet Festival and departmental requirements
* Liaise with the Purchasing Department to coordinate timely payment releases for vendors, suppliers, and artists
* Troubleshoot and resolve any payment discrepancies or vendor inquiries to maintain smooth financial operations
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| Assist the department by arranging international and domestic travel—flights, accommodations, and ground transportation—for artists, artists in residence, Festival guests, and Arts & Culture Team's business trip and conference. |
| * Serve as the primary point of contact and administrator for all artist communications related to the Ras Al Khaimah Art Festival, including:
* Serve as primary liaison – communicate deadlines, answers applicant queries (on call or email), technical specifications and any Festival submission related queries.
* Compile all submission across categories (including workshops) in preparation for the selection process
* Provide files (hard and soft copy) of the submission file for Curator’s review and selection of artworks to the Festival
* Communicate with the selected artists by sending congratulatory or rejection – and providing all necessary information, requirements, and guidelines in preparation for the festival.
* Ensure that selected artists submitted high images of their works for printing and marketing purposes.
* Provide planning summary and high images of selected artworks to Graphic Consultant for printing purposes.
* Provide information to the graphic designer for artwork tags (including collaborations)
* Coordinate contract issuance by preparing, sending, and follow up on artist agreements and deliverables schedules
* Organize artist logistics by arranging travel, accommodations, shipping of artworks, and on-site transportation
* Facilitate artist onboarding by leading the artists day, site tours, and on-site installations
* Maintain an up-to-date artist database such as contact details, contract status, travel itineraries, and special requirements
* Troubleshoot artists need during the festival by addressing technical, hospitality, or scheduling issues in real time
* Coordinate artist check-in and check-out procedures, ensuring smooth arrival and departure experiences
* Collect post-Festival feedback and documentation such as artist surveys
* Compile and deliver post-event artist reports, including engagement metrics, feedback summaries, and lessons learned.
* Prepare and send physical invitations for the Festival Opening Night VIP guests, diplomats, and artists
* Propose new ideas to improve the festival submission and implementation process.
* Manage and keep track of Festival emails (hello@rakart.ae , submissions@rakart.ae)
* Undertake any other ad hoc duties as required.
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**SKILLS & QUALIFICATIONS**

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| Other Features of the Role |
| Required to work after regular hours during the festival and some other events that are held in the evenings or when deemed necessary  |
| VISA requirements | Successful applicants will be provided with a two-year renewable work visa |
| Security or legal checks  | NA |
| Position Requirements |
| Core Competencies/Skills/Knowledge | Desired Proficiency Level  |
| Bachelor’s Degree | Required – ideally related to Events, Media Management, or Public Relations |
| Event Management | Advanced |
| Time Management | Advanced |
| Achievement Orientation  | Advanced  |
| Presentation Skills  | Intermediate  |
| Social media  | Intermediate  |
| Public Relations & Marketing | Intermediate  |
| Budget Management | Intermediate |
| Audience Development | Basic |
| Analytical Skills | Basic |
| English Language  | Advanced (listening, speaking, reading) intermediate (writing) |
| Arabic Language Skills  | Basic  |
| Relevant Work Experience | Preferred  |