

MASSYR

SAFIR Project Assistant

JOB DESCRIPTION: SAFIR Project Assistant

RESPONSIBLE TO: MASSYR Executive Director

LOCATION: Unspecified (Candidate will be working remotely from home)

COMPENSATION: Unpaid Internship

CONTRACT: 3 Month Internship

HOURS: 6 Hours per week

This role is offered as a creative three-month telecommute internship, and is ideal for a young person interested in the creative and cultural industries or in starting a career in the NGO sector. The role will bring them contact with many other types of organizations while working on this project in addition to gaining experience and building skills in research, communications and event organization.

1. About the Organization:

MASSYR is a non-profit Association, established in Lebanon, which aims to make tangible progress towards promoting the representation of Middle Eastern Art practices internationally (www.massyr.org).

Through the creation of new initiatives, MASSYR aims to establish a collaborative network and dialogue between Contemporary Middle Eastern Artists from distressed Countries and regional and international Curators, Art Specialists, and Scholars and other interested parties.

MASSYR has recently launched its very first project SAFIR (www.safirart.org) and is currently working on a Pilot for its Artists' Program, in addition to setting up a new Scholarship for Fine Art students in the Middle East that wish to pursue Masters in Artistic Curation abroad.

1. Purpose of the role

The role of the Project Assistant is to support Massyr's Executive Director in launching and running the activities related to the launch of SAFIR. Support will be needed in creating content, designing, developing, organizing events or workshops, and resources as needed. It requires the ability to develop

organizational skills and also be able to communicate the values and work of Massyr effectively to the public and others.

2. Key tasks

2.1 Handling requests for information and data by conducting basic online research as needed and presenting findings in clear organized manner.

2.2 Drafting and/or typing correspondence or other documents.

2.3 Ordering and checking resources and purchases.

2.4 Booking workshops and events and ordering resources / supplies.

2.5 Assisting in the coordination and delivery of workshops.

2.6 Assisting in the coordination and delivery of events.

2.7 Contribute to social media activities on behalf of Massyr.

3. Duties and responsibilities

3.1 Provide organisational support to any projects undertaken by MASSYR, as necessary

3.2 Respond to requests for information from members of the public and others

3.3 Implement, maintain and develop efficient and effective administrative systems

4. Person specification:

4.1 A lot of initiative and ability to work without direct supervision

4.2 Potential strong organisational and administration skills

4.3 Ability to communicate effectively at a number of different levels and methods

4.4 Familiarity with social media such as facebook, instagram etc

4.5 Ability to work under pressure and to maintain deadlines

4.6 Maintaining confidentiality

4.7 Ability to work as part of a team and autonomously.

4.8 Computer literate and able to use Microsoft Word, Excel, Access, Powerpoint etc.

4.9 A Bachelors degree in Arts/ History/literature/ Communications is preferred but not necessary.

5. Working conditions:

Candidate will be working remotely from home and will benefit from flexible working conditions. At the beginning of each week, the Candidate will receive a specified task to work with specific instructions to be completed and handed in at the end of the week. If the Candidate is present in the UAE, they will be invited to attend relevant cultural events during the duration of their internship which they are free to attend if they wish.

If the Candidate completes the internship period successfully, they will receive a letter of recommendation detailing the various work accomplished and are permitted to include the Executive Manager as a reference when applying to jobs.

Interested Candidates may send their CV to info@safirart.org.