

Volunteering Opportunities

Dubai Design Week

5 - 10 Nov 2024

Dubai Design Week is the region's design festival committed to amplifying talent from the region and presenting the possibilities of what can be achieved through design. Dubai Design Week's programme includes installations, new commissions, exhibitions, talks, workshops, a market, Editions, a limited edition art and design fair, and the leading fair for contemporary design, Downtown Design.

1. Info Desk
2. Workshops
3. Exhibitions
4. Installations
5. Marketing and Communications

Downtown Design

6 - 9 Nov 2024

Downtown Design is the leading design fair that hosts internationally renowned design brands and manufacturers alongside individual designers, collectives and studios from around the globe. Dedicated to contemporary and high-quality design, the fair showcases the latest collections, products and design solutions, complemented by immersive installations, live talks, networking events and creative experiences.

1. Entrance - Welcome Desk
2. Entrance - Scanning
3. Entrance - Guest Relations
4. General Fair Support
5. The Forum

DUBAI DESIGN WEEK : INFO DESK

As a volunteer at the Dubai Design Week info desk, you'll be the face greeting visitors and providing them with essential event information, schedules and directions. Your role will also involve answering questions and ensuring everyone feels welcomed and informed.

Dates	5 - 10 Nov 2024
Location	Outdoors
Shifts Timings	9am - 4pm / 3pm - 10pm
Availability	Selected volunteers must be available for at least 3 days, including 2 of the following days: Tue, Wed, Thu or Fri.
Role	<ul style="list-style-type: none"> • Ability to provide directional guidance in a clear manner • Comprehensive understanding of the festival schedule • Answer any basic questions visitors may have

DUBAI DESIGN WEEK : WORKSHOPS

A workshop programme hosted in the Maker Space by facilitators across design disciplines, age groups and skill sets.

Dates	5 - 10 Nov 2024
Location	Indoors
Shifts Timings	TBD
Availability	Selected volunteers must be available for all 5 days
Role	<ul style="list-style-type: none"> • Provide visitors with workshop info (i.e. timings, content) • Help with set up and take down of each workshop, ensuring spaces are clean • Provide workshop facilitators with hands-on support during their activities when needed • Manage drop-in requests and registrations where applicable • Assist with crowd control when required • Running errands when necessary to ensure smooth running of workshops

DUBAI DESIGN WEEK : EXHIBITIONS

Exhibitions serve as a platform for institutes, collectives and individual designers to express their unique perspectives, tell compelling stories and showcase innovative design solutions.

Dates	5 - 10 Nov 2024
Location	Indoors
Shifts Timings	10am - 4pm / 3pm - 10pm
Availability	Selected volunteers must be available for at least 3 days, including 2 of the following days: Tue, Wed, Thu or Fri.
Role	<ul style="list-style-type: none">• Welcome visitors and provide info on the exhibition• Ensure visitors don't do any damage and that the area is clean• Support the exhibition team with any troubleshooting• Help visitors with general festival info including directional guidance and locating key areas incl. buggy stations, cafes, praying rooms and bathrooms

DUBAI DESIGN WEEK : INSTALLATIONS

Designers, architects and design-driven brands showcase large-scale installations or objects staged throughout d3.

Dates	5 - 10 Nov 2024
Location	Outdoors
Shifts Timings	10am - 4pm / 3pm - 10pm
Availability	Selected volunteers must be available for at least 3 days, including 2 of the following days: Tue, Wed, Thu or Fri.
Role	<ul style="list-style-type: none">• Welcome visitors and provide info on the installation• Ensure visitors don't do any damage and that the area is clean• Support the exhibition team with any troubleshooting• Help visitors with general festival info including directional guidance and locating key areas incl. buggy stations, cafes, praying rooms and bathrooms

DUBAI DESIGN WEEK : MARKETING AND COMMUNICATIONS

Support Dubai Design Week's marketing and communications team who look after press agencies including international and regional PR, social media and any other media relations.

Dates	5 - 10 Nov 2024
Location	Indoors / Outdoors
Shifts Timings	10am - 4pm / 3pm - 10pm
Availability	Selected volunteers must be available for at least 3 days, including 2 of the following days: Tue, Wed, Thu or Fri.
Role	<ul style="list-style-type: none"> • Provide general support to the marketing and communications team and press office • Support visiting journalists • Stock media partners' magazines in designated areas • Assist documentation teams team by making sure the provided schedule is adhered to as well as helping the team find certain locations or events • Assist with downloading and labelling/captioning images

DOWNTOWN DESIGN

Dates	6- 9 Nov 2024							
Location	Indoors							
Shifts Timings								
Wed 6 Nov		Thu 7 Nov		Fri 8 Nov		Sat 9 Nov		
9am - 3pm	2pm - 8pm	11am - 4pm	3pm - 8pm	11am - 4pm	3pm - 8pm	11am - 3pm	2pm - 6pm	
Availability	Selected volunteers must be available for all 4 days							

DOWNTOWN DESIGN : ENTRANCE - WELCOME DESK

Role

- Welcoming visitors to Downtown Design and help them understand the process
- Review the guest name on the database
- Register the new guests who haven't been registered before
- Print the guests badges and guide them to the entrance
- Keep the front desk tidy and presentable, and organise all necessary supplies hidden
- Assist guests if they have any general questions regarding the fair

DOWNTOWN DESIGN : ENTRANCE - SCANNING

Role

- Greet guests at the entrance doors making sure that all barcodes are scanned accurately
- Refuse admittance to guests without correct passes

DOWNTOWN DESIGN : ENTRANCE - GUEST RELATIONS

Role

- Act as Greeters/Ushers at the entrance
- Checking VIP access pass/admission tickets
- Direct guests (where to claim passes/buy their tickets)
- Respond to customer inquiries and any general questions
- Manage the queue at the entrance and welcome desks areas

DOWNTOWN DESIGN : GENERAL FAIR SUPPORT

Role

- Help with the smooth running of the welcome desk, forum and other common areas
- Help exhibitors and buyers inside the tent
- Monitor the exhibition ensuring visitors don't damage any showcases or throw rubbish in the exhibition area
- In case of technical difficulties inform your direct supervisor to resolve the issue

DOWNTOWN DESIGN : UAE DESIGNER EXHIBITION

The UAE designer and maker communities are an amalgam of creatives from different cultural backgrounds all residing and producing work locally, contributing to building a diverse local creative scene.

Role

- Welcome visitors to the UAE Designer Exhibition and offer information about the exhibitions
- In case of technical difficulties, inform the UAE Designer Exhibition team to resolve the issue
- Survey the exhibition ensuring visitors don't damage the design or throw rubbish in the exhibition area.
- Develop knowledge of the area surrounding UAE Designer Exhibition, including buggy station, cafes, prayer rooms and bathrooms

DOWNTOWN DESIGN: THE FORUM (TALKS PROGRAMME)

The Forum hosts compelling live interviews, talks and discussions between leading regional and international architects, interior and product designers on each day of the fair.

Role

- Memorise the main stage programme and respond to general questions concerning the talks, conferences and panels
- Guide people to their seats, help pass microphones during questions and answers
- Place flyers/materials on seats, where relevant
- Organise seats and make space presentable for next talks
- Reduce excess seats for smaller talks and return seats for larger activities

How to Apply

Returning Applicants (who have volunteered with us in the past)

- Read through the available volunteer openings across departments
- Email your CV* and profile photo, stating that you have participated as a volunteer with us before, to: volunteer@dubaidesignweek.ae

New Applicants

- Read through the available volunteer openings across departments
- Email your CV* and profile photo to: volunteer@dubaidesignweek.ae
- Book a meeting session: [here](#)
- (Before your meeting, make a list of any questions you may have and test your camera and microphone to ensure a smooth meeting!)

**Don't forget that applicants between the age of 16 and 18 must also email an NOC letter signed by a guardian.*

Terms and Conditions

- **Department Assignment:** you can only volunteer within one department that is agreed upon in advance by you and the Volunteer Manager
- **Compensation:** there is no financial compensation for volunteering at Dubai Design Week, but you will receive a **certification** upon completion of your agreed schedule.
- **Food and Beverage:** complimentary FnB is provided onsite during the days of the festival.
- **Recommendation Letter:** notable volunteers are eligible to receive a personal recommendation letter signed by the Director of Dubai Design Week.
- **Transportation:** you will need to arrange your own transportation to and from Dubai Design District
- **Attending All Festival Days:** if your schedule permits it, we highly suggest maximising your experience, learning opportunities and exposure by attending all six days of the event.