

JOB DESCRIPTION: DESIGN MANAGER

Tashkeel is a contemporary art and design organisation based in Dubai. It wishes to engage a creative and dynamic individual to develop, manage and implement its design-related programmes and projects. This new post which will lead the Design team which already consists of a Coordinator of Design and a Coordinator of Make Works UAE.

The Design Manager should be a strong design advocate and possess previous experience of working in the product design sector. They should have a passion for nurturing professional development, community inclusion, fostering manufacturing capabilities nationwide, and contributing to the growth of design practice as well as the design market in the UAE. Excellent organisational, planning, communication and interpersonal skills are required for this role.

Reporting to the Deputy Director, the Design Manager will aim to maximise engagement for Tashkeel design events and initiatives while optimizing sales for its limited edition lines. This position will require the successful candidate to work closely with all members of the Tashkeel team.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Develop and implement the annual plan for design at Tashkeel
- Increase and deepen Tashkeel's network of Emirati, UAE-based, regional and international designers, retailers and interior designers
- Advise the Marketing & Sales team on the marketing and sales plan for all design-related programmes and projects, positioning Tashkeel as a leader of contemporary UAE design practice
- Lead the team in the design and execution of design-related exhibitions and promotional stands at Tashkeel Nad Al Sheba, Tashkeel Al Fahidi, Dubai Design Week, INDEX and third-party events
- Initiate the Tanween Alumni Network. Issue monthly communication. Programme, schedule and convene 4-5 bi-monthly evening meetings with guest speakers (Sept-May)

The Tanween Design Programme

- Manage the Tanween curriculum of workshops/labs, mentorship, site visits and speaker sessions in line with the mission and objectives, with input from the Tanween programme consultant.
- Lead the selection process and oversee the entire programme delivery
- Oversee the duties of the Design Coordinator, including recruitment; curriculum scheduling; offering practical assistance; assist with sourcing materials along with supporting participants on technical and production matters
- Ensure all stages, targets and deliverables of the programme are met within the given timeline and in efficient collaboration with other teams.
- Analyse monitoring and evaluation data collected during each programme edition
- Coordinate all contractual requirements with instructors and participants

The Tanween Collection

- Create year-round opportunities for display products to be exhibited publicly
- Coordinate all requirements regarding the preparation and signing of Product Licensing Agreements by participants
- Monitor the manufacturing and sales of limited edition lines by Tanween participants and alumni on; ensuring licensing agreements are valid and the terms and conditions are being upheld by both parties
- Manage the annual price review of products, liaising with Finance and Deputy Director. Communicate

- revised retail prices to author-designers and Marketing & Sales team on an annual basis
- Supported by the Marketing & Sales team, maintain relationships with existing buyers and target potential buyers from the design retail market, interior design trade sector, etc
- Manage sales enquiries in The Tanween Collection generated through Marketing & Sales team.
- Support participants and alumni in negotiating manufacturer production charges for limited edition lines, contract range and commissioned versions.
- Negotiate consignments of Tanween products to third party retailers

Van Cleef & Arpels Middle East Emergent Designer Prize

- Manage the Prize and relations with Van Cleef & Arpels, ensuring scopes of work are delivered timely and correctly
- Prepare the annual timeline, briefing documents and presentations
- Oversee the open call, selection process
- Liaise with Van Cleef & Arpels regarding all marketing and PR relating to the Prize
- Execute the annual exhibition of shortlisted and winning works

Make Works UAE

- Liaise with Make Works HQ ensuring that all deliverables between Licensor and Tashkeel (as UAE License Holder) are upheld
- Manage the Make Works UAE budget and annual plan
- Integrate Make Works UAE into all aspects of Tashkeel's activities
- Review and approve all content for the Make Works UAE website
- Feed information to Make Works UAE that will help develop and expand its directory of relevant local suppliers and manufacturers

Other Duties

- Recommend and coordinate Tashkeel's participation in design-related fairs and events.
- Propose design-related workshops for Tashkeel's Workshop and Camp programmes and new design-related projects that fulfill the mission and objectives of Tashkeel
- Assist in generating proposals from the international design community for the Tashkeel Residency Programme
- Ensure that all designed products that are a result of Tanween, Van Cleef and Arpels Middle East Emergent Designer Prize and any other design-related initiatives are fit for purpose and meet health and safety standards
- Liaise with external organisations, including but not restricted to Dubai Design Week and Dubai Design & Fashion Council.
- Manage any other design-related projects as required by the Director
- Monitor the design sector – UAE, GCC, MENA and ROW using own research channels as well as Tashkeel's subscribed magazines – including the activities of similar organisations and design-related initiatives
- Deliver monthly reports to the Deputy Director covering project status, sales performance, research findings and recommendations
- Research ideas to promote and develop Tashkeel and look for new opportunities that could contribute to Tashkeel's future growth and success
- Work closely, professionally and co-operatively with the team, communicating effectively and providing progress updates
- Make a positive contribution to the development of Tashkeel as a whole
- Be an active and supportive member of the Tashkeel staff team.

- Any other reasonable duties that arise to fulfil the objectives of the role.

This job description is not an exhaustive description of duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

Essential requirements

- Minimum qualification: accredited university level BA graduate
- Knowledge of contemporary design and production
- 3-5 years' experience of working in the design industry and/or within a design-related environment and/or of working with designers from a wide range of disciplines.
- Proven project management and administrative skills
- Ability to work both independently as well as closely with team members
- Proactive with excellent organisational skills
- Flexible with occasional evenings and weekends during busy periods
- Excellent oral and written communication skills
- Fluent spoken and written English
- Motivated, self-starter
- Responsible, accountable

Desirable

- Knowledge of regional design sector
- Experience of working in MENA
- Fluent spoken and/or written Arabic