

A tall sculpture consisting of five stacked, irregularly shaped blocks of different colors: pink at the base, followed by red, orange, lime green, and a blue, flat-topped block at the top. The sculpture is positioned on a cobblestone courtyard in front of a two-story brick building with a sign that reads "MERMAID HOUSE". The sky is clear and blue.

Liverpool Biennial
Learning Programme
Assistant
Job Information Pack
Closing date: 17 July 2022

Liverpool Biennial

LEARNING PROGRAMME ASSISTANT (fixed-term to 30 November 2023)

Hello, and thank you for your interest in the role of Learning Programme Assistant at Liverpool Biennial. Please find below further details about the job, along with some details about Liverpool Biennial and what it is like to work with us.

The Learning Programme Assistant will work within the Programme team. The role will be offered on a fixed-term contract until 30 November 2023 at a salary of between £19,347 and £19,840, depending on experience. Working arrangements will initially be a hybrid of home/office working, which you will agree with your line manager, and from the start of 2023 there will be a requirement to work full-time in the Biennial office.

The Biennial learning time is part of the main Programme team and works closely together with our Guest Curator for the 2023 edition, Khanyisile Mbongwa, other Biennial departments and our partners across the city. This role will support and work across all elements of our Learning programmes from research stage through to completion, with particular focus on our 12th festival edition (June – Oct 2023). It will also support the organisation and delivery of community-led projects with artists and our free, year-round programme of resources, events and opportunities for families, communities, schools, Universities, and peers.

Diversity and inclusion are core values at Liverpool Biennial. We welcome applications from all sectors of the community, including applications from people of colour, Black, Asian and minority non-white groups, Indigenous people, people with disabilities, people who identify as being LGBTQIA+ and others of any age who demonstrate the ability to contribute to our vision of a diverse and inclusive community.

We are happy to try and make the application process easier for you if you have any particular access issues, so if you need to have these details in a different format (large print, dyslexia friendly, audio described, please do email me at jane@biennial.com and I will discuss your needs confidentially, and try and find the best way for you to apply.

Thank you for your interest in this role. On the following pages you can find out more about the Biennial and the work that we do, the support the Biennial offers its employees, and the job description for Learning Programme Assistant. If you are interested in the role, then the details of how to apply are also included. The team and I look forward to hearing from you.

Best wishes,

Jane Howard (Human Resources Consultant)

Liverpool Biennial

JOB DESCRIPTION – LEARNING PROGRAMME ASSISTANT

Reports to:	Curator of Learning
Responsible for:	Trainees, Volunteers
Salary:	£19,357 - £19,840 depending on experience
Contract:	Full-time, Fixed term until 30 November 2023

About Liverpool Biennial

Since its inception in 1998, the Biennial has become renowned in the international contemporary art world, bringing together a plethora of voices and artistic practices from across the world. Taking place every two years, Liverpool Biennial activates public institutions, historical sites and extraordinary locations across Liverpool, delivering exhibitions and major commissions in the public realm. Each edition is underpinned by a year-round programme of research, education, residencies, projects and commissions.

Having commissioned over 340 new artworks and presented work by over 480 celebrated artists from around the world, Liverpool Biennial is built on a longstanding commitment to connecting international artists with local practitioners, communities and the public at large. Over the past 10 years, Liverpool Biennial have delivered innovative programmes that support and develop new ideas of social change through art.

About the team and role

The Programme Team is made up of Programme, Learning and Front of House colleagues who work collaboratively to produce ambitious, innovative projects including the Biennial festival, year-round public realm commissions, resources and a public programme of talks, workshops, performances and events.

We are a small team who work closely together with our Guest Curator for Liverpool Biennial 2023, Khanyisile Mbongwa, and with other departments and partners across the city. This role will support and work across all elements of our Learning programmes from research stage through to completion, with particular focus on our 12th festival edition (June – Oct 2023). It will support the organisation and delivery of community-led projects with artists and our free, year-round programme of resources, events and opportunities for families, communities, schools, Universities, and peers.

Main Duties:

Learning:

- Support the Curator of Learning in the administration and operational delivery of Liverpool Biennial's learning programme
- Act as the principal point of contact and liaison for participants in all learning related events or projects
- Assist in preparation and delivery of workshops, including family events and school projects
- Prepare learning materials both written and audio-visual, ensuring that partners, sponsors/funders are appropriately credited on all printed communications
- Develop and maintain online educational tools
- Deliver occasional onsite creative workshops, tours or events
- Support new relationships and maintain existing relations between the Biennial and Liverpool City Region community groups / individuals
- Liaise with artists and their representatives where appropriate
- Supply information about Liverpool Biennial to community groups, schools and colleges as required
- Ensure that child and vulnerable adult protection laws, LB safeguarding and Health and Safety policies and best practices are adhered to at all times
- Work with Liverpool Biennial's Programme team to prepare and collate research regarding Biennial exhibition artists and works and prepare information resources for schools, families, young people and other visitors
- Liaise with all Biennial departments to secure a smooth flow of information.
- Contribute to the documentation and evaluation of all Learning projects

Administration:

- Arrange accommodation, travel, per diems and visas for visiting artists, participants or facilitators. Prepare welcome packs and schedules, and host artists when in the city
- Day to day administration of learning programme including the creation and management of project planning and tracking documents
- Research and book venues for offsite meetings, workshops, events and exhibitions
- Maintain contact lists using Liverpool Biennial's CRM system, ensuring GDPR compliance
- Process participant forms, ensuring that all contact information, necessary permissions, contact information and feedback is captured, collated and stored in accordance with Biennial procedures and GDPR requirements
- Arrange meetings, preparing and circulating all papers, agendas and minutes as appropriate
- Prepare and process invoices and liaise with finance team as appropriate on matters relating to petty cash, expenses and purchasing
- Support the administration of project budgets using Microsoft Excel and provide budget reports for the Curator of Learning
- Work closely with the marketing team to supply research, information, images and texts to ensure that educational work is up to date, documented and visible in the media, on the website and via social media

Miscellaneous

- Attend training and professional development opportunities as required
- Liaise with the HR Consultant to ensure that DBS certificates are obtained where needed for all project participants and artists
- Work within the context of Liverpool Biennial's Safeguarding policy, Equality and Diversity policy, Code of Conduct, Sustainability policy and other policies in delivery of internal and external service and treatment of employees alongside all other Company policies and the Staff Handbook
- Represent the Biennial at public events, meetings and networking events on behalf of the organisation
- Work occasional evenings and weekends as necessary, taking this as Time Off in Lieu (to be agreed in advance with the Curator of Learning).
- Any other duties which may be from time to time allocated, commensurate with the nature and responsibility level of the post

PERSON SPECIFICATION

Essential

- Minimum of 1 year in visual arts, working in a learning role
- Excellent written and verbal communication skills, with excellent attention to detail
- Demonstrable experience in project and budgets administration
- Good time management
- High level of proficiency in Microsoft Office – Excel, forms, Word, Outlook, Teams
- Demonstrable understanding and experience of Health and Safety and Safeguarding requirements
- Excellent communication skills, written and verbal
- Ability to thrive within a team environment
- Commitment to all aspects of Equality and Diversity, and the need for Liverpool Biennial to be representative of its community and target audiences
- Commitment to environmental sustainability
- Enhanced DBS certification (or the ability to obtain such)

Desirable

- Degree in visual arts/visual arts theory
- Experience in public facing communication skills
- Experience of working on non-gallery-based projects
- Knowledge of Liverpool City Region, and Liverpool Biennial
- Experience of producing hybrid or digital programmes or events

TERMS AND CONDITIONS

Location	Hybrid working – gradually building up to full-time office working at Liverpool Biennial office, 55 New Bird Street, Liverpool, L1 0BW from January 2023.
Contract	Fixed term to 30 November 2023 (subject to completion of a three-month probationary period)
Salary	£19,357 - £19,840, depending upon experience
Hours	Full-time 37.5 hours per week
Holidays	25 days per year, Christmas closure period 24 – 31 December, plus Bank Holidays
Notice	One Month
Additional Benefits	Employee Assistance Programme, Bike 2 Work scheme

HOW TO APPLY

The Closing date for applications for this role is 11.59pm on Sunday 17 July 2022

If you would like to be considered for the role, please send us:

- An up-to-date CV or a 3-minute audio or video file telling us the content of your CV
- A supporting statement which addresses why you are interested in the role and how you meet each of the criteria listed within the person specification, giving examples (with hyperlinks to examples if you wish) from your experiences to date from both within and outside of work.
- Contact details for two referees (an offer of employment will not be confirmed without two satisfactory references; however, we will not make contact with them without seeking your permission first)
- Confirmation of whether or not you identify as disabled. As a Disability Confident employer, we will offer an interview to all disabled applicants who fully meet the essential criteria in the person specification

Completed applications should be submitted to **applications@biennial.com** by the closing date of **midnight on Sunday 17 July**, clearly stating as the email subject **'your name - application for Learning Programme Assistant'** Upon receipt of your application, we will send you a link to our equality monitoring form for you to complete and return online. The information on the form will be treated as confidential, stored anonymously, and used for statistical purposes only. The completed form will not be treated as part of your application.

After the closing date, our shortlisting panel will then meet to evaluate all of the applications and a short-list of applicants will be invited to interview. Interviews will take place in person in Liverpool **on Thursday 28 July**.

If you require any further information about this recruitment process, need additional information about the role, or would like to discuss your access requirements please email our HR Consultant, Jane Howard at jane@biennial.com. We are here to support you.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



**Liverpool
City Council**

**Founding Supporter
James Moores**



Image credit: Ugo Rondinone, Liverpool Mountain, 2018. Image courtesy Liverpool Biennial. Photo Mark McNulty