



Liverpool Biennial  
Production Manager  
Job Information Pack  
Closing date: 9 October 2022

# Liverpool Biennial

## **PRODUCTION MANAGER (fixed-term to 31 October 2023)**

Hello, and thank you for your interest in the role of Production Manager 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 Production Manager will work within the Programme team. The role will be offered on a fixed-term contract until 31 October 2023 at a salary of between £31,698 - £34,430, 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 Programme team 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 work across all elements of the exhibition programme to manage, co-ordinate, advise and support artists on the technical and health and safety aspects of art works, exhibitions and events including (but not limited to) the fabrication of new works, exhibition build and installation/deinstallation across our partner, disused and public realm venues.

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](mailto: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 Production Manager. 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 – PRODUCTION MANAGER**

|                         |   |
|-------------------------|---|
| <b>Reports to:</b>      | Programme Manager                           |
| <b>Responsible for:</b> | Select External Contractors                 |
| <b>Department:</b>      | Programme                                   |
| <b>Salary:</b>          | £31,698 - £34,430 depending on experience   |
| <b>Contract:</b>        | Full-time, Fixed Term until 31 October 2023 |

### **About Liverpool Biennial**

Since its inception in 1998, the Biennial has become renowned in the international contemporary art world, bringing together 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.

### **About the Programme 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, publications 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, national and internally to develop and deliver the 12<sup>th</sup> festival edition (June-Sept 2023).

This role will work across all elements of the exhibition programme to manage, coordinate, advise and support artists on the technical and health and safety aspects of art works, exhibitions and events including (but not limited to) the fabrication of new works, exhibition build and installation/deinstallation across our partner, disused and public realm venues.

### **Main Duties**

#### **Exhibition Planning / Artwork Production**

- Production Management of Liverpool Biennial's 2023 festival programme across new commissions, loans, live works and events from planning, delivery, maintenance and deinstall.
- Liaise directly with all artists to co-ordinate and facilitate the production of new works for exhibition within LB23 within time and budget, ensuring sustainability and accessibility are prioritised throughout.
- Procure, contract and daily management of suppliers and contractors including, but not limited to, art handlers, technicians, fabricators, structural engineers, AV and technical equipment suppliers.
- Support the Curator and Programme Team in deciding the placement of artworks and exhibition build, ensuring feasibility of installation, health and safety and accessibility requirements are all adhered to, and that sustainability is prioritised throughout.
- Liaise directly with venues and exhibition locations to agree exhibition build and installation / deinstallation plans including, but not limited to, layouts, schedules, health and safety considerations. For found venues, ensure lighting, power, fire safety, artwork safety and any other H&S considerations associated with using an empty building are implemented safely and appropriately.
- Lead on obtaining all associated licenses needed for installation / deinstallation including, but not limited to, planning permissions, highway occupation, road closure / traffic management, etc.
- Draft, collate and distribute risk assessments, method statements and any other H&S related paperwork in advance of any work taking place.
- Manage production & technical budgets including adhering to procurement procedures, negotiating costs with contractors and suppliers and supporting the Programme Manager and LB artists by costing projects.
- Support Programme Team on the loan and registration of borrowed artworks, including but not limited to inputting to loan agreements, liaising with lenders and ensuring any agreed exhibition conditions are upheld.
- Support Programme Team on international shipping of artworks, including but not limited to commissioning crating or packing of works, ensuring fabrication deadlines are communicated and upheld, co-ordinating intake of artworks to venues and safe storage of crates.
- Work closely with the Assistant Curator (Production) and other members of the Programme Team to support and advise on any technical or production related queries they might have.

## **Exhibition Installation**

- Co-ordinate logistics for installation, construction, and AV requirements for all exhibitions, facilitating, supervising, and supporting appropriate external contractors whenever necessary.
- Lead on the production and technical aspects of all live or hybrid event delivery, including performance works, public programme and learning programme, as well as supporting with set up and stage management where required.
- Devise installation and event set up schedules, ensuring that appropriate staff and contractors are fully briefed and equipped to deliver them.
- Facilitate and provide support to any art handlers and technicians while working onsite during exhibition and event installation and deinstallation,

including regular briefing sessions, supporting on condition reporting of artworks, unpacking/repacking of artworks and handling heavy or dangerous works.

- Troubleshoot any technical difficulties, ensuring that the Programme Manager is kept fully informed of progress and any problems.
- Ensure correct Health and Safety procedures are in place and adhered to for the installation of artworks and their display, including supervision of external/freelance contractors and reporting any incidents immediately to the Programme Manager, and ensuring that artworks are installed and secured in a safe manner.
- Ensure Government Indemnity Scheme (GIS) compliance and best practice guidance is followed when necessary.
- Ensure high production values across all activity.

### **Maintenance of Exhibitions**

- Support the Front of House Manager by inputting to and delivering parts of the training of our Front of House team, and other staff as required.
- Liaise with artists to agree maintenance processes for individual works and ensure appropriate numbers of staff are briefed and trained to undertake this maintenance.
- With the support of the Programme Team, maintain the condition of works or arts and the galleries and ensure that all AV/technical installations and equipment are always in proper working order.
- Support the Programme Manager to draft and update risk assessments associated with the public exhibition of artworks.

### **General / Administrative**

- Liaise with artist representatives, arts institutions, and funders where required.
- Liaise with all Biennial departments to secure a smooth flow of information.
- Convene, attend and record meetings as required.
- Organise and attend site visits and research trips.
- Process exhibition-related invoices as required.
- Draft and update project schedules and planning documents to help ensure deadlines are realistically set, clearly communicated and projects are delivered in good time.
- Attend training and professional development opportunities as required.
- Work within the context of Liverpool Biennial's 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, giving tours or talks where necessary.
- Work occasional evenings and weekends as necessary, taking this as Time Off in Lieu (to be agreed in advance with the Programme Manager).
- 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 4 years in arts production
- Demonstrable project management and production management experience
- Experience of budget management
- Ability to prioritise workload, and work to tight and changing deadlines.
- Ability to work across multiple projects simultaneously
- Knowledge of legal requirements and best practice approaches to access, and health and safety both for arts venues and off-site projects
- Art handling / condition checking experience
- Excellent communication skills, written and verbal
- Ability to thrive within a team environment
- Demonstrable experience of working well with a diverse range of artists, contractors, and individuals
- Demonstrable proficiency in use of Microsoft Office Suite
- Commitment to equality, diversity and inclusion
- Commitment to environmental sustainability

**Desirable:**

- Working in an international environment
- Working on multi-disciplinary projects, including public realm installations and live performances
- Working on hybrid or born-digital projects
- Working in a non-gallery setting
- Knowledge of Liverpool City Region, and Liverpool Biennial
- Use of design software such as SketchUp

**TERMS AND CONDITIONS**

|                            |   |
|----------------------------|---|
| <b>Location</b>            | Hybrid working – gradually building up to full-time office working at Liverpool Biennial office, 55 New Bird Street, Liverpool, L1 0BW from January 2023. |
| <b>Contract</b>            | Full-time, Fixed Term until 31 October 2023 (subject to completion of a three-month probationary period)  |
| <b>Salary</b>              | £31,698 - £34,430, depending upon experience  |
| <b>Hours</b>               | Full-time 37.5 hours per week   |
| <b>Holidays</b>            | 25 days per year, Christmas closure period 24 – 31 December, plus Bank Holidays   |
| <b>Notice</b>              | One Month   |
| <b>Additional Benefits</b> | Employee Assistance Programme, Bike 2 Work scheme   |

## HOW TO APPLY

**The Closing date for applications for this role is 11.59pm on Sunday 9<sup>th</sup> October 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 9<sup>th</sup> October**, clearly stating as the email subject '**your name - application for Production Manager**' 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 **Monday 17<sup>th</sup> October 2022**

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](mailto:jane@biennial.com). We are here to support you.



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**ARTS COUNCIL  
ENGLAND**



**Liverpool  
City Council**

**Founding Supporter  
James Moores**



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