



Liverpool Biennial

Assistant Curator

Job Information Pack

Closing date: 11:59pm, 10th March 2024

Liverpool Biennial

Assistant Curator (Fixed-term contract to 31 October 2025)

Hello,

Thank you for your interest in the Assistant Curator role at Liverpool Biennial. Please find below further details about the position, along with some details about Liverpool Biennial and what it is like to work with us.

The Assistant Curator will work within the Programme team on a full-time, fixed term contract to 31 October 2025, subject to satisfactory completion of a 3-month probation period. The role will be offered at a salary of between £24,836 - £26,746 depending on experience. The job will be based in the Biennial Office in New Bird Street and across various city centre festival venues, with the option to work from home on occasion, with prior agreement of your line manager.

We are a small team who work closely together with our Guest Curator for the 2025 edition, Marie-Anne McQuay, other Biennial departments, and our partners across the city. This role will focus on supporting in all aspects of the research, preparation, delivery, production, installation, maintenance and de-installation of the Biennial exhibition and year-round programme of talks, events, publishing and research.

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 or global majority groups, Indigenous people, Disabled people, 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 requirements. If there is anything we can do to support your application, such as providing an alternative format, please email me at applications@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 Assistant Curator. 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,

Jade Mitchell (HR Support Manager)

JOB DESCRIPTION

Assistant Curator

Salary: £24,836 - £26,746 depending on experience and qualifications
Reports to: Programme Manager
Responsible for: Interns and Volunteers
Contract: Full-time, Fixed Term until 31 October 2025
Deadline: 11:59pm, 10th March 2024

About Liverpool Biennial

Since its inception in 1998, the Biennial has become renowned in the international contemporary art world, bringing together different 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 392 new artworks and presented work by over 560 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

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 2025, Marie-Anne McQuay, and with other departments and partners across the city, to deliver the 13th edition of the festival.

About the role

The Assistant Curator is a key staff member at Liverpool Biennial, supporting the Programme Team in all aspects of the research, preparation, delivery, production, installation, maintenance and de-installation of the Biennial exhibition and year-round programme of talks, events, publishing and research.

MAIN DUTIES:

Curatorial / Exhibitions Organisation

- Support the Programme Team in all aspects of the research, preparation, delivery, production, installation, maintenance and de-installation of the Biennial exhibition and year-round programme of talks, events, publishing and research.
- In particular, oversee the delivery of in-person and digital public programmes, working closely with the Curator and Programme Manager to devise and deliver a diverse range of talks, workshops, screenings and events for key audiences across multiple venues.

- Oversee the delivery of select festival commissions, projects and loans, including live and digital works.
- Assist the Programme Manager and Curator to ensure that select festival commissions and all aspects of the Public Programme are integrated and delivered on time and within budget.
- Be main point of contact for select artists and their representatives, and liaise with arts institutions, funders and other key stakeholders regularly.
- Liaise with all Biennial departments to ensure a smooth, consistent flow of information.
- Assist the Programme Manager in liaising with Biennial partners and venues, ensuring that venue staff are all fully briefed on schedules, installation plans and artists requirements.
- Assist with installation and deinstallation of artworks and support Front of House team to deal with all maintenance enquiries as appropriate, ensuring that all exhibitions and installations are running smoothly.
- Support the Programme Manager and Access Liaison Officer to ensure all artworks and events are made as accessible as possible, organising additional access provision where appropriate and exploring how to embed creative access into projects with artists at early stages of projects.
- Contribute to the delivery of Biennial publications such as festival catalogue and online research journal Stages where necessary.
- Represent the Biennial at public events, meetings and networking events, and lead curatorial tours or talks throughout the festival.

Administration

- Arrange accommodation, travel and per diems for select visiting artists, participants or contractors. Set up meetings and prepare welcome packs for artist visits and host them when they're in the city.
- Liaise, communicate, convene, attend and record meetings.
- Organise and attend site visits and research trips.
- Monitor and maintain budgets for specific exhibitions and events efficiently and in a timely fashion. This includes obtaining estimates, following procurement procedures, raising purchase orders, processing invoices, maintaining digital and physical budget files and providing regular updates to the Programme Manager.
- Draft, file and administer service contracts with artists, suppliers, contractors and other participants, and with non-partner venue sites
- Maintain and update contacts on the Liverpool Biennial database and support Development team with compiling guest lists for events and openings.
- Prepare and regularly update checklists and timelines.
- Support with copy-editing and sign-off processes for artist information and interpretation and support the Marketing team in the development of marketing campaigns by providing up-to-date project information.
- Provide information, including research reports or project proposals, to enable the Development team to research, identify and secure funding streams for participants in the exhibition and year-round programme.
- Support in the writing of risk assessments and ensure that health & safety and safeguarding considerations are actioned.

- Ensure that sustainability is prioritised throughout planning and delivery of all exhibitions and events.

Miscellaneous

- Manage trainees, interns and freelance employees as well as supervise departmental work placements where appropriate.
- Attend training and professional development opportunities as required.
- Work within the context of Liverpool Biennial's Equity, Diversity and Inclusion policy, Code of Conduct, Sustainability policy and other policies in delivery of internal and external service and treatment of colleagues, partners and participants.
- Work occasional evenings and weekends as necessary, taking this as Time Off in Lieu (to be agreed in advance with the Programme Manager).
- Other duties as required, commensurate with the nature and responsibility level of the role.

PERSON SPECIFICATION

Essential:

- Minimum 2 years in contemporary art curation, production or administration
- Demonstrable experience of simultaneously managing multiple projects and budgets
- Experience of organising online, digital or hybrid programmes
- Proficiency in Microsoft Office Suite, in particular MS Word and Excel
- Excellent communication skills, written and verbal, with the ability to adapt to different situations, in order to develop productive relationships and effective partnerships
- Ability to thrive within a team environment and work with others to generate creative ideas and turn them into reality
- Ability to work under pressure, remain calm and meet tight and sometimes changeable deadlines
- Demonstrable understanding of and commitment to equality, diversity and inclusion, and the role you have in improving access for those from protected characteristic groups into our staff team, artists, audiences and participants
- Demonstrable commitment to environmental sustainability

Desirable:

- Knowledge of Health and Safety and safeguarding risk assessments for arts venues
- Experience of working in an arts environment outside of a traditional gallery setting
- Experience of working in an international environment
- Experience of contributing to, or producing, publications
- Line-management experience
- Knowledge of Liverpool City Region, and Liverpool Biennial

TERMS AND CONDITIONS

Location	Full-time office working at Liverpool Biennial office, 55 New Bird Street, Liverpool, L1 0BW, with opportunity for occasional home working, depending on prior agreement of line manager.
Contract	Fixed term to 31 October 2025 (subject to completion of three-month probationary period)
Salary	£24,836 - £26,746 depending upon experience
Hours	Full-time 37.5 hours per week
Holidays	25 days per annum in addition to all statutory and public holidays (this will be calculated pro-rata dependent on contract start/ end date and the contracted number of hours)
Notice	One Month
Additional Benefits	Employee Assistance Programme

HOW TO APPLY

The Closing date for applications for this role is 11:59pm, 10th March 2024

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 **10th March 2024**, with the following subject title: **'your name - application for Assistant Curator'** Upon receipt of your application, we will send you a link to our equality monitoring form for you to complete and submit 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 shortlist of applicants will be invited to interview. Interviews will take place in person in Liverpool on **Friday 22nd March**.

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 contact Jade Mitchell at **applications@biennial.com**. We are here to support you.



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