



Liverpool Biennial

Project Coordinator

Job Information Pack

Closing date: Sunday 16 February 2025,
11:59pm

Liverpool Biennial

Project Coordinator (Fixed term contract late March – 31 October 2025)

Hello, and thank you for your interest in the role of Project Coordinator 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 Project Coordinator role will be offered on a fixed-term contract from late March – 31 October 2025 at a salary of £24,836 - £26,791 per annum depending on experience. The job will be based in Liverpool Biennial 2025 offices and in venues as necessary. Working days will be Monday – Friday and will include some evening and weekend working.

We are looking for somebody with excellent organisation and administration skills to co-ordinate and deliver two multi-faceted, multi-day events across summer 2025. This new, joint post between Liverpool Biennial, the British Council and a-n will work within the Liverpool Biennial delivery team to expertly manage two events programmes for delegations of international visitors to Liverpool during our 13th edition, BEDROCK.

Diversity and inclusion are core values at Liverpool Biennial and our aim is for the organisation to be representative of today's society. We welcome applications from all sectors of the community, especially from those who are currently underrepresented in our organisation and the wider arts sector, including people of colour, Black, Asian and global majority groups, LGBTQIA+ people, and d/Deaf and disabled people.

We are happy to try and make the application process easier for you if you have any access requirements, so if you need to have these details in a different format, please do email jade@biennial.com to discuss your needs confidentially and we can discuss 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 that we offer our employees, and the job description for Project Coordinator. 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 PACK – PROJECT COORDINATOR

The Closing date for applications for this role is Sunday 16 February 2025, 11:59pm.

If you would like to be considered for the role, please apply [here](#). Further details on how to apply can be found on page 8.

Overview

We are looking for somebody with excellent organisation and administration skills to co-ordinate and deliver two multi-faceted, multi-day events across summer 2025. This new, joint post between Liverpool Biennial, the British Council and a-n will work within the Liverpool Biennial delivery team to expertly manage two events programmes for delegations of international visitors to Liverpool during our 13th edition, BEDROCK.

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 globe. 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.

You can read more about our partners, The British Council and a-n, at the end of this document.

About the role and events

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, nationally and internationally to develop and deliver the 13th edition of the festival, entitled BEDROCK (7 June – 14 Sept 2025).

From December 2022, Liverpool Biennial has been working with the British Council to deliver a multi-year development programme that invites mid-career Curators from Sub-Saharan Africa, Southeast Asia and South Asia to attend tailored group visits to the festival, alongside participating in a remote digital programme. The first delegation of 16 curators took place during Liverpool Biennial 2023 and the online programme of events and workshops has been running between the two festivals.

This role will support the development, programming, delivery and evaluation of a new delegation of 8 curators to visit Liverpool Biennial 2025 in late July. The programme will consist of talks, workshops, performances, tours, trips, mentoring sessions and networking opportunities with national peers and artists, all of which will aim to support development of the delegates individual curatorial knowledge and practice and facilitate future international collaboration.

Across Liverpool Biennial 2025's closing weekend in mid-September 2025, a-n is the UK representative of IAA Europe (International Association of Art) and, in partnership with UNESCO, will host the annual symposium and general assembly as part of a 3-day programme of events in Liverpool. Alongside the above, this role will simultaneously organise and deliver this programme of events, which will include the symposium, networking and celebration events, scheduled tours and public programme events.

This role is a full-time, fixed term contract which will help sculpt, organise and deliver the two programmes outlined above.

Key Dates

We ask that applicants ensure they are available for all below listed dates before applying, including evenings and weekends which can be claimed back as per Liverpool Biennial's TOIL (time off in lieu) policy.

- Liverpool Biennial 2025 launch: Thursday 5th June – Sunday 8th June 2025
- Liverpool Biennial 2025 x British Council delegation: Monday 21st July – Tuesday 29th July 2025.
- a-n x IAA events programme: Weds 10th September – Sun 14th September 2025

Please note that these dates are subject to change.

JOB DESCRIPTION

Main Duties

- Manage, coordinate and lead on aspects of the projects, from planning through to delivery and evaluation.
- Draft and produce two intensive, fruitful programmes of events and experiences for the two different audiences, both of which encourage collaboration, discourse and engagement with the Liverpool Biennial 2025 programme.
- Create bespoke schedules and welcome packs for visiting guests, ensuring access and/or dietary needs are considered and prioritised.
- Book, contract and brief all venues and contributors (speakers, facilitators, performers etc.)
- Work alongside Liverpool Biennial's Production Manager to book and oversee AV equipment and technician hire.
- Organise catering including drinks and dinners with external providers.

- Be the main point of contact for participants to answer any questions or needs, including being lead liaison during in-person visits to Liverpool.
- Organise UK travel, accommodation, schedules, tours and tickets where required.
- Support the recruitment process of 8 British Council delegation curators, including, reviewing applications and sitting on the shortlisting panel.
- Support and in some cases lead a series of digital events and/or meetings as part of our PICKED (Programme for International Curatorial Knowledge Exchange & Dialogue) programme.
- Research arts institutions, peers and prospective partners in priority countries to find opportunities to connect and expand reach of the British Council delegation programme.
- Organise accessibility provision for both programmes, ensuring it is prioritised throughout every step including (but not limited to) recruitment and interviews, travel and scheduling, and trips or events.
- Be main point of contact with British Council and a-n teams, ensuring they receive regular updates and are consulted on any necessary decision making or changes.
- Work with Programme Team to ensure links with wider Biennial programmes and participants, where appropriate.
- Supporting the Marketing Team by drafting, collating and copy-editing project information for open call, announcements, website, and Guide.
- Research and remain knowledgeable on possible travel disruptions and visa requirements.

Event Management

- Be responsible for on-the-day logistics for all events including set up and take down.
- Ensure staff are fully briefed and delegate roles where appropriate to ensure the smooth running of the day.
- Organise presentations with Liverpool Biennial, a-n and British Council marketing teams and contributing presenters as required.
- Write and maintain guest lists for private events through the use of Liverpool Biennial's CRM system Raiser's Edge, and manage guest registration on the day.
- Liaise with suppliers including photographers and videographers.
- Managing sales of merchandise and distribution of information.
- Recruitment and line management of a Delegate Liaison role who will support in hosting the British Council curators during their trip.

Finance and Administration

- Manage and maintain project budgets, including working with Programme Manager to ensure all project costs are best value for money, that budget logs are kept up to date and POs and invoices are processed quickly.
- Be responsible for monthly reconciliation of the project budgets including monthly forecasting and credit card reconciliation, liaising with Finance Team to answer any queries.
- Convene, attend and record meetings as required.

- Liaise with all Biennial departments to secure a smooth flow of information.
- Draft and update project schedules and planning documents to help ensure deadlines are realistically set, clearly communicated and the project is delivered in good time.
- Write and maintain risk assessments for all events.
- Support evaluation of the project through leading on the recruitment of an independent evaluator and compiling relevant quantitative and qualitative data.

Miscellaneous

- 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.
- Work occasional evenings and weekends as necessary, taking this as Time Off in Lieu (to be agreed in advance with the Director of Programme and Partnerships).
- Any other duties which may be from time to time allocated, commensurate with the nature and responsibility level of the post.
- Working with Director of Programme and Partnerships to ensure all contractual obligations to British Council and a-n are upheld, with appropriate crediting of the partnerships included across all public-facing activity.

PERSON SPECIFICATION

Essential

- Minimum 3 years in arts or project management role, or similar
- Excellent written and verbal communication skills
- Evidence of coordination skills, including the ability to manage multiple conversations and projects simultaneously
- Adept in Microsoft Excel and/or other project management software
- Experience of budget management
- Proven ability to operate to tight and/or changing deadlines
- Ability to thrive within a team environment
- Demonstrable experience of working with a diverse range of artists, contractors, and individuals
- Commitment to equity, diversity and inclusion
- Commitment to environmental sustainability

Desirable

- Working in an international environment
- Knowledge of contemporary visual arts sector and Liverpool Biennial, a-n and the British Council
- Understanding of UK visa procedures

Terms and Conditions

Location	Liverpool Biennial 2025 office at 55 New Bird St, Liverpool, L1 0BW and venues as required
Reports to	Director of Programme and Partnerships (Liverpool Biennial)
Department	Programme
Contract	Fixed term contract from late March – 31 October 2025 (subject to completion of three-month probationary period)
Salary	£24,836 - £26,791 per annum, depending upon experience
Hours	Full-time 37.5 hours per week, Monday – Friday with some evening and weekend working as required
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 Period	One month
Additional Benefits	Wellbeing support through Wellbeing in the Arts
Deadline	Sunday 16 February 2025, 11:59pm.
Interviews	Online on Friday 7th March 2025

How To Apply

The Closing date for applications for this role is Sunday 16 February 2025, 11:59pm.

If you would like to be considered for the role, please apply [here](#).

You will be asked to please send us:

- Your current **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.
- If you would like to alternatively send a 3-minute audio or video file telling us the content of your CV, please email jade@biennial.com directly.

Completed applications should be submitted [here](#) by the closing date of **11.59pm on 16 February 2025**.

Upon receipt of your application, you will receive 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 the applications, and a shortlist of applicants will be invited to interview. Interviews will take place online on Friday 7th March 2025.

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 jade@biennial.com. We are here to support you.

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 and curators with local practitioners, communities and the public at large.

<https://www.biennial.com/>

About a-n The Artist Information Company

a-n is the artists' advocate. Guided by their members and advised by their Artists Council, they campaign on crucial issues, from fair pay to intellectual property, ensuring that artists' voices are heard and shaping policy at the highest level.

Open to every artist, their inclusive, open-minded community connects members to the services and opportunities they need to thrive, empowering them to make change for the better.

They are outspoken champions of the value of artists to society because they believe artists see things differently, offering much-needed perspectives that connect us, enrich our lives and create wonder for the world.

<https://www.a-n.co.uk/>

About British Council

The British Council is the UK's international organisation for cultural relations and educational opportunities. We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. We do this through our work in arts and culture, education and the English language. We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2022–23 we reached 600 million people.



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