



Liverpool Biennial

Learning Assistant

Job Information Pack

Closing date: 11:59pm, 17<sup>th</sup> March 2024

# Liverpool Biennial

## **LEARNING ASSISTANT (Fixed-term contract to 31 October 2025)**

Hello,

Thank you for your interest in the Learning Assistant 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 Learning Assistant will work within the Programme and Learning team. The role will be offered on a full-time, fixed-term contract until 31 October 2025 at a salary of £23,400. The job will be based in the Biennial Office in New Bird Street, 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 support and work across all elements of our Learning programme, from research stage through to completion, with particular focus on our 13th festival edition. The Learning Assistant 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.

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 [hr@biennial.com](mailto:hr@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 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,

Jade Mitchell (HR Support Manager)

## **JOB DESCRIPTION**

### **Learning Assistant**

**Salary:** £23,400  
**Reports to:** Curator of Learning  
**Responsible for:** N/A  
**Contract:** Full-time, Fixed Term until 31 October 2025  
**Deadline:** 11:59pm, 17<sup>th</sup> 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**

This role will support and work across all elements of our Learning programmes from research stage through to completion, with particular focus on our 13th festival edition. 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 a key point of contact and liaison for participants in all learning related events or projects.

- Assist in preparation and delivery of workshops and LB events, including family events and school projects, as well as LB public programme and live works where required.
- Prepare, distribute and maintain learning materials, resources and educational tools, ensuring that partners, sponsors/funders are appropriately credited on all communications.
- Deliver occasional creative workshops, tours or events at LB venues.
- Research, 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, reporting any feedback or queries to Curator of Learning.
- Supply information about and advocate for 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.
- Support Curator of Learning to develop workshop plans and schedules, purchasing materials and organising refreshments for events in advance.
- Support Curator of Learning and Production Manager on fabrication of new commissions by researching and purchasing materials or equipment as required.
- 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 POs, invoices and credit card expenses, and liaise with finance team as appropriate on matters relating to petty cash, expenses and purchasing.
- Monitor Learning phone for communications and work alongside Curator of Learning to draft responses as and when needed.

- Support the administration of project budgets using Microsoft Excel, ensuring all spends are logged in an accurate and timely fashion and provide regular 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 team 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).
- Contribute to Liverpool Biennial's evaluation and administer elements or gather participant feedback as required.
- 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 or engagement role.
- Experience in facilitating or running workshops or creative tasks for a wide range of people.
- Excellent written and verbal communication skills, with good attention to detail.
- Demonstrable experience in project and budgets administration.
- Good time management.
- High level of proficiency in Microsoft Office and ability to learn other software programs quickly – e.g. Excel, Word, Outlook, Teams, Zoom, Airtable.
- Demonstrable understanding and experience of Health & Safety and Safeguarding requirements.
- Ability to thrive within a team environment and build trust and rapport quickly with external partners.
- Commitment to all aspects of Equity, Diversity and Inclusion, 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 or similar.
- 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**

<b>Location</b>	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.
<b>Contract</b>	Fixed term to 31 October 2025 (subject to completion of three-month probationary period)
<b>Salary</b>	£23,400
<b>Hours</b>	Full-time 37.5 hours per week
<b>Holidays</b>	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.)
<b>Notice</b>	One Month
<b>Additional Benefits</b>	Employee Assistance Programme

## HOW TO APPLY

**The Closing date for applications for this role is 11:59pm, 17<sup>th</sup> 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 11:59pm, **17<sup>th</sup> March 2024**, with the following subject title: **'your name - application for Learning Assistant'** 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 short-list of applicants will be invited to interview. Interviews will take place in person in Liverpool on **Thursday 28<sup>th</sup> March 2024**

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