



Programme Assistant

Job Information Pack

Closing date: Sunday 26 January 2025,
11.59pm

Liverpool Biennial

Programme Assistant (Fixed term contract 1 March – 31 October 2025)

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

The Programme Assistant will work within the Programme team. The role will be offered on a fixed-term contract until 31 October 2025 at a salary of between £23,400 - 24,540 depending on experience. The job will be based in Liverpool Biennial offices at 55 New Bird St, L1 0BW and across Liverpool Biennial 2025 venues in Liverpool City Centre.

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 festival edition (7 June – 14 Sept 2025). The Programme Assistant will support the Programme and Learning teams at Liverpool Biennial on the delivery of Liverpool Biennial 2025, with particular focus on administrative support throughout installation and delivery of the exhibitions, events and learning programme.

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 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,

Jade Mitchell (HR Support Manager)

JOB DESCRIPTION

Programme Assistant

Salary: £23,400 - £24,540 depending on experience
Reports to: Programme Manager
Contract: Full-time, Fixed Term from 3 March - 31 October 2025.
Deadline: 11:59, Sunday 26 January 2025.

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.

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

About the role

The Programme Assistant will support the Programme and Learning teams at Liverpool Biennial on the delivery of Liverpool Biennial 2025, with particular focus on administrative support throughout installation and delivery of the exhibitions, events and learning programme.

The role will help with the planning and realisation of a diverse range of exhibitions, workshops and events as part of our public programme and learning programmes, including working with partners and artists on new commissions, hybrid events, school and community workshops and online content / resources. They'll support behind the scenes by booking travel, drafting schedules and buying materials, as well as in-person support for audiences and artists during events.

MAIN DUTIES:

- Work with Liverpool Biennial team to understand, administrate and communicate the Exhibition, Learning and Public Programme including information on our artist projects, our different audiences and our organisational aims.
- Support the planning and installation of exhibitions across multiple different venues through administrative support and by being a 'runner', which involves helping with various tasks including researching, sourcing and buying materials. This will involve working within a range of different sites from traditional galleries to disused warehouses and buildings.
- Provide administration and production support for exhibition installation, public programme and learning events and projects. This will include researching, scheduling, generating invitation lists, artist and venue liaison, 'on the day' facilitation (such as registration, ushering, stage management)
- Various administrative tasks including shadowing on risk assessments, condition reporting, health and safety considerations and event management.
- Budget administration such as logging expenditure, reconciling receipts, creating purchase orders and processing invoices.
- Book artist travel and accommodation and administer per diems, as well as creating schedules for their trips and hosting them when they are here in Liverpool.
- Supporting on artwork maintenance duties, which may include attending exhibition venues regularly to check on and attend to art works, and responding to last-minute requests or issues flagged from our Front of House team.
- Regular updating and saving contacts to our CRM. Build and maintain data on local and national audiences and stakeholders, including community groups and organisations, to ensure we are maximising our reach and engagement, and to develop better communication and relationships with these groups moving forward.
- Support the evaluation of LB2025 by record keeping, evaluating and participant information gathering / data collection, including completion of evaluation and feedback forms with stakeholders and attendees.
- On occasion, support with Festival Guide duties such as invigilation and running tours.
- Understand, uphold and prioritise Liverpool Biennial values, policies and reporting responsibilities including Safeguarding, Environmental Sustainability and Diversity, Equity and Inclusion, attending training where appropriate

- Other administration and production support where needed across the Programme and Learning team.

PERSON SPECIFICATION

Essential Criteria

- Demonstrable experience of team working.
- Demonstrable experience of working on, managing or delivering events or exhibitions (This could be your own projects, or projects within a workplace or education setting).
- Excellent organisation and planning skills.
- Excellent verbal and written communication skills.
- Good time management skills, with the ability to prioritise multiple tasks during busy periods.
- Good admin/IT skills, including all Microsoft Office programs.
- Commitment to Equity, Diversity and Inclusion .
- Commitment to Environmental sustainability and responsibility.

Desirable Criteria

- Experience of working in the arts/heritage/visitor attraction/tourism sectors. This can include voluntary work or education placements.
- Experience of working with people from a wide variety of backgrounds.
- Demonstrable ability to engage a range of audiences with contemporary art & culture, including young people and community groups.
- A Knowledge of the Liverpool arts community.
- An understanding of, or training in Health and Safety, First Aid, Safeguarding and Accessibility.
- Knowledge of and passion for contemporary art

TERMS AND CONDITIONS

Location	Liverpool Biennial 2025 offices at 55 New Bird St, Liverpool, L1 0BW
Contract	Fixed term 3 March to 31 October 2025 (subject to completion of three-month probationary period)
Salary	£23,400 - £24,540, depending upon experience
Hours	Full-time 37.5 hours per week. Usual week Mon-Fri with some weekend and evening working 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	One Month
Additional Benefits	Employee Assistance Programme, wellbeing support through Wellbeing in the Arts

HOW TO APPLY

The Closing date for applications for this role is Sunday 26 January 2025, 11:59pm.

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

You will be asked to please send us:

- 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 26 January 2025**.

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 Friday 21 Feb 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.



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