



Liverpool Biennial

Assistant Curator Production

Job Information Pack

Closing date: 17 July 2022

Liverpool Biennial

ASSISTANT CURATOR, PRODUCTION (fixed-term to 30 November 2023)

Hello, and thank you for your interest in the role of Assistant Curator Production 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 Assistant Curator Production will work within the Programme team. The role will be offered on a fixed-term contract until 30 November 2023 at a salary of between £22,954 - £24,184, 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.

We are a small team who work closely together with our Guest Curator for the 2023 edition, Khanyisile Mbongwa, other Biennial departments and our partners across the city. This role will support and work across all elements of our programmes, with a focus on production, from research stage through to completion, with particular focus on our 12th edition (June – Oct 2023) and our free, dynamic public programmes which happen both year-round and as part of the festival.

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 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 Production. 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 – ASSISTANT CURATOR PRODUCTION

Reports to:	Programme Manager
Responsible for:	Interns and Volunteers
Department:	Programme
Salary:	£22,954 - £24,184 per annum
Contract:	Full-time, Fixed Term until 30 November 2023

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 with local practitioners, communities and the public at large. Over the past 10 years, Liverpool Biennial have delivered innovative programmes that support and develop new ideas of social change through art.

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. This role will support and work across all elements of our programmes, including year-round projects and public programming, and development and delivery of our 12th festival edition (June – Sept 2023), with particular focus on the planning and organisation of the technical aspects of projects and exhibition.

Main Duties

Curatorial / Exhibitions Organisation

- Support the Production 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.

- Assist the Programme Manager, Curator and wider Biennial team in all aspects of research into artists, writers, partners and contractors in the Biennial programme, as well as into potential venues.
- Work with the Programme Team and in particular the Programme Manager, to co-ordinate and liaise with the partner venues as well as contractors employed to deliver aspects of the Biennial exhibition and year-round programme.
- Monitor, evaluate and report effectively on all Production matters against agreed objectives, using insights to inform future action.
- Support the Programme Manager with all aspects of Health and Safety, including risk assessments for venues, installations and events.
- Support the Curator and Programme Manager in planning and designing of exhibition layouts.
- Work with the Programme Manager on all aspects of planning of the programme, including installation, shipping, security, registration and insurance of all the artworks.
- Booking & overseeing technical staff, contractors, and equipment hire.
- Oversee exhibition and artwork maintenance during the festival
- Liaise with artists and their representatives, arts institutions, and funders.
- Liaise with all Biennial departments to secure a smooth flow of information.
- Advocate for Sustainable practice by inputting to Liverpool Biennial's Sustainability policy and action plan, and by ensuring it is adhered to across all elements of programme delivery including artwork fabrication, shipping and install.
- Support the Programme Manager to ensure all artworks and events are made as accessible as possible, organising additional access provision where appropriate.
- Provide operational support to the wider Programme team.

Finance and Administration

- Convene, attend and record meetings as required
- Arrange accommodation, travel, per diems and visas for visiting artists, participants or contractors. Prepare welcome packs and schedules, and host artists when in the city
- Organise and attend site visits and research trips
- Monitor and maintain budgets for specific exhibitions and exhibition catalogues efficiently and in a timely fashion. This includes obtaining estimates, following procurement procedures, raising purchase orders, processing invoices, maintaining digital budget files, supporting with monthly forecasting and credit card reconciliation, and liaising with the Programme Manager
- Draft, file and administer contracts with artists, suppliers, contractors and other participants, and with non-partner venue sites
- Draft and update project schedules and planning documents to help ensure deadlines are realistically set, clearly communicated and projects are delivered in good time

- Draft and submit licensing applications including planning permission, TENs, Highways Licensing, road closures etc.
- Prepare risk assessments and method statements and ensure health and safety considerations are upheld
- Draft, collate and copy-edit artist information, copy and documentation for marketing purposes, and support Marketing in the development of marketing campaigns
- 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.
- Prepare and maintain a list of all festival equipment

Miscellaneous

- Liaise with the Border Agency and assist with visa applications and associated UK entry paperwork for visiting artists and technical staff where necessary
- Liaise with the HR Consultant to ensure that DBS certificates are obtained where needed for all project participants and artists
- 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 3 years in arts curation or production
- Demonstrable project management and production management experience
- Experience of budget management
- Proven ability to operate to tight and/or changing deadlines
- Knowledge of Health and Safety risk assessments for arts venues and off-site projects
- Excellent communication skills, written and verbal
- Ability to thrive within a team environment
- Demonstrable experience of working 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 in a non-gallery setting
- Knowledge of Health and Safety risk assessments for arts venues
- Knowledge of Liverpool City Region, and Liverpool Biennial
- Use of design software such as SketchUp
- Art handling / condition checking experience
- Proven writing and editorial experience

TERMS AND CONDITIONS

Location	Hybrid working – gradually building up to full-time office working at Liverpool Biennial office, 55 New Bird Street, Liverpool, L1 0BW from January 2023.
Contract	Fixed term to 30 November 2023 (subject to completion of three-month probationary period)
Salary	£22,954 - £24,184, depending upon experience
Hours	Full-time 37.5 hours per week
Holidays	25 days per year, Christmas closure period 24 – 31 December, plus Bank Holidays
Notice	One Month
Additional Benefits	Employee Assistance Programme, Bike 2 Work scheme

HOW TO APPLY

The Closing date for applications for this role is 11.59pm on Sunday 17 July 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 17 July 2022**, with the following subject title: **'your name - application for Assistant Curator Production'** 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 **Tuesday 2nd August 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**. We are here to support you.



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