



Liverpool Biennial
Project Coordinator
Job Information Pack

Closing date: 16th April 2023

Liverpool Biennial

PROJECT COORDINATOR (Part time, fixed-term contract until 31 October 2023)

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 will work within the Programme team. The role will be offered on a part time (2.5 dpw), fixed-term contract until 31 October 2023 at a salary of between £22,954 - £24,184 per annum depending on experience. 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.

This role will support the development and delivery of a new partnership project between Liverpool Biennial and the British Council. They'll lead on the project management of a week-long networking trip to LB2023 for invited delegates and early to mid-career Curators from Sub-Saharan Africa and South Asia, as well as an online publication and remote digital programme.

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, 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, so if you need to have these details in a different format, please do email me at jade@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 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 DESCRIPTION

Project Coordinator

Salary: £22,954 - £24,184 per annum (paid pro-rata as per contracted hours)

Reports to: Head of Programme

Responsible for: Interns and Volunteers

Contract: Part-time (2.5 days per week), Fixed Term (until 31 October 2023)

Please note that Full-time hours (37.5 hours per week) will be required w/c 24.07.23 and w/c 31.07.23, to be claimed as TOIL as agreed with Line Manager

Deadline: 16th April 2023, midnight

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 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.

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 2021–22 we reached 650 million people.

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 2023, Khanyisile Mbongwa, and with other departments and partners across the city, to deliver the 12th edition of the festival.

About the role

This role is a part-time, fixed term role which will help sculpt, organise and deliver the Liverpool Biennial x British Council Biennial Connects programme. They'll be responsible for the first group visit to Liverpool Biennial 2023, working closely with Biennial and British Council colleagues to facilitate a fruitful and impactful programme, alongside delivering one edition of our digital research journal Stages, and laying the groundwork for a year-round digital programme and evaluation.

MAIN DUTIES:

Project Coordination

- Manage, coordinate and lead on aspects of the project, from planning through to delivery and evaluation
- Draft and produce an intensive, week-long programme of events and experiences for the Curator cohort which centres around the theme of LB2023
- Within the above, organise UK travel, catering, schedules, tours and tickets for 2x national trips for the cohort to visit other arts venues within the North of England during their time in UK
- Arrange all Curator accommodation and hospitality for in-person UK visit in August 2023
- Create bespoke schedules and welcome packs for visiting Curators and guests, ensuring access and/or dietary needs are considered and prioritised
- Book, contract and brief all venues and contributors (speakers, facilitators, performers etc.)
- Be the main point of contact for participants to answer any questions or needs, including being lead liaison during in-person visit to Liverpool
- Manage recruitment process of 15 Curators, including, liaising with marketing teams to promote the call out, and reviewing applications
- Research arts institutions, peers and prospective partners in priority countries to find opportunities to connect and expand reach of the programme
- Organise accessibility provision for the programme, 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 team, 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

Digital Programme

- Lead on delivery of one quarterly digital event, sustaining engagement and interest with participating curators, which includes a variety of cohort-led and networking/coaching sessions

- Support Programme Team in drafting future digital programme, including suggesting themes, events and contributors
- Lead on delivery of an edition of our online research journal, *Stages*, compiling and editing the participant-led research focuses, alongside invited texts and liaising with the designer

Finance and Administration

- Manage and maintain project budget, including working with Head of Programme 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 budget 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
- 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 Head of Programme).
- Any other duties which may be from time to time allocated, commensurate with the nature and responsibility level of the post
- Working with Head of Programme to ensure all contractual obligations to British Council are upheld, with appropriate crediting of the partnership 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
- Demonstrable project management experience
- 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 equality, diversity and inclusion
- Commitment to environmental sustainability

Desirable:

- Working in an international environment
- Knowledge of contemporary visual arts sector and Liverpool Biennial
- Understanding of UK visa procedures

TERMS AND CONDITIONS

Location	Part-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 2023 (subject to completion of three-month probationary period)
Salary	£22,954 - £24,184 per annum, depending upon experience.
Hours	Part-time (2.5 days per week), Fixed Term until 31 October 2023 Please note that Full-time hours (37.5 hours per week) will be required w/c 24.07.23 and w/c 31.07.23, to be claimed as TOIL as agreed with Line Manager
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, Bike 2 Work scheme

HOW TO APPLY

The Closing date for applications for this role is Sunday 16th April 2023, midnight.

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 **16th April 2023, midnight** with the following subject title: **'your name - application for Project Coordinator'** 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 via Zoom on Thursday 27th April 2023.

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