

A tall sculpture made of five stacked, irregularly shaped blocks of different colors: pink at the base, followed by red, orange, yellow, and blue at the top. The sculpture is positioned on a cobblestone courtyard in front of a two-story brick building with a sign that reads "MERMAID HOUSE". The sky is clear and blue.

Liverpool Biennial  
Executive Assistant  
Job Information Pack  
Closing date: 11:59pm, 3<sup>rd</sup> March 2024

# Liverpool Biennial

## **Executive Assistant (Full-time, fixed-term 24 month contract)**

Hello,

Thank you for your interest in the Executive 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 Executive Assistant will work alongside the Director on a part-time, fixed term 24-month contract subject to satisfactory completion of a 3-month probation period. The role will be offered at a salary of between £24,836 - £26,746 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.

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 [applications@biennial.com](mailto:applications@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 the Executive Assistant position. 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**

### **Executive Assistant**

**Salary:** £24,836 - £26,746 (depending on experience)  
**Reports to:** Director  
**Responsible for:** Trainees or voluntary staff  
**Contract:** Full-time, Fixed Term for 24 months  
**Deadline:** 11:59pm, 3<sup>rd</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 role**

The Executive Assistant will be a key staff member at Liverpool Biennial, supporting the Director and the organisation more widely with administrative, logistical, planning and governance tasks. We are a small team who work closely together with our Guest Curator for Liverpool Biennial 2025, and with other departments and partners across the city.

## **MAIN DUTIES:**

### **Diary Management**

- Manage the Director's diary and complex work schedule
- Schedule the Director's workload, including meetings and events, to ensure that all deadlines are kept up to date, communicated and met
- Brief the Director regularly on all appointments, events, diary requests and invitations received, making strategic links between meetings, pre-advising on connections to be made, briefing and preparing any relevant materials in advance

## **Executive Support**

- Deal with the Director's incoming emails and post, often drafting correspondence for, or corresponding on behalf of the Director
- Create correspondence and reports for the Director, using all elements of Microsoft Office suite and Outlook (agendas, minutes, letters, reports, notes, PowerPoint presentations, memoranda and written drafts etc.)
- Liaise effectively and confidently with internal and external contacts, including artists, senior staff of partner and other related organisations, locally nationally and internationally, fostering an approachable environment for colleagues, artists and partners
- Organise the Director's and Liverpool Biennial's Guest Curator's national and international travel, booking all tickets, preparing and managing itineraries and arranging any necessary visas, insurances and accommodation
- Organise national and international travel for the Director of Development, Marketing and Communications and Director of Programme and Partnerships
- Organise and co-ordinate artist travel and accommodation for visiting artists for Liverpool Biennial
- Ensure that invitations to participate and/or speak at events and/or similar activities receive prompt responses and are actioned appropriately
- Schedule and co-ordinate internal and external meetings, making all necessary arrangements including creating agendas, distributing paperwork, booking venues and arranging catering/hospitality
- Prepare audio-visual presentations and accompanying notes for the Director to take to speaking events
- Liaise with key stakeholders and funders providing support on the preparation of reports
- Organise internal Biennial meetings, chaired by the Director, preparing and distributing agendas and minutes in good time
- Support the Director with personal administration to increase capacity for Liverpool Biennial role
- Coordinate and manage stakeholder and VIP attendance, tours and visits particularly during the Biennial period

## **Finance**

- Monitor and administer the Director's and Curator's expenses and credit card records, ensuring that payments are processed quickly and efficiently in accordance with Biennial financial procedures

## **Board/Governance**

- Prepare agendas and papers for Board and committee meetings and AGM
- Ensure that all Board and Sub-Committee meeting papers are distributed to meeting participants no later than two weeks before the meeting
- Take minutes of the Board, Sub-Committees, and other meetings, producing and distributing them professionally and quickly within two weeks of meeting date

- Work with the Operations Manager to ensure that new Trustees are fully inducted into the Biennial and are sent all relevant joining documentation
- Ensure that all records and documents (e.g. declaration of interest, E&D) relating to the Trustees are kept up to date
- Process and administer expenses for the Chair and Trustees, including Trustee related expenditure

### **Miscellaneous**

- Act with discretion and maintain confidentiality in all matters
- Represent the Director and Liverpool Biennial to the outside world
- Attend training and professional development opportunities as required.
- Work within the context of Liverpool Biennial's Equity, Diversity and Inclusion policy, Code of Conduct, Sustainability policy and other policies at all times
- Other duties as required, commensurate with the nature and responsibility level of the role.

### **PERSON SPECIFICATION**

#### **Essential:**

- Strong attention to detail and excellent spelling and grammar
- Demonstrable organising and planning expertise
- Meticulous eye for detail, good writing and proof-reading and presentation skills
- Confident, positive and approachable when dealing with a wide range of staff and artists and stakeholders at all levels
- Excellent proof-reader, immaculate presentation of work
- Proficiency in Microsoft Office Suite, including PowerPoint and Excel.
- Excellent communication skills, written and verbal
- Strong team ethic with the ability to work independently
- Excellent interpersonal skills
- Commitment to Equality and Diversity and Environmental Sustainability

#### **Desirable:**

- Diary management experience
- Project management experience
- Strong typing ability and previous experience of Databases
- Diary management experience
- Budgets administration experience
- Knowledge of Liverpool City Region, and Liverpool Biennial

## **TERMS AND CONDITIONS**

|                            |                                                                                                                                                                                 |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location</b>            | 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 24-month contract (subject to completion of three-month probationary period)                                                                                         |
| <b>Salary</b>              | £24,836 - £26,746 depending upon experience                                                                                                                                     |
| <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, 3<sup>rd</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 **3<sup>rd</sup> March 2024**, with the following subject title: **'your name - application for Executive 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 shortlist of applicants will be invited to interview. Interviews will take place in person in Liverpool on **Monday 18<sup>th</sup> March**.

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