



Liverpool Biennial

Freelance Production Manager

Job Information Pack

Closing date: 28 July 2024

Liverpool Biennial

FREELANCE PRODUCTION MANAGER

Hello, and thank you for your interest in the role of Freelance Production Manager 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 Freelance Production Manager will work within the Programme team. The role will be offered on a freelance contract for a total of 210 days between 2 September 2024 - 31 October 2025 at a day rate of £220 - 250, depending on experience. The job will primarily be based in the Biennial Office on New Bird Street, with the option to work from home or on site when necessary.

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). This role will manage, co-ordinate and advise on all technical, production and health and safety aspects of the exhibition programme including the fabrication of new artworks, installation of exhibitions and delivery of live events.

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 kezia@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 Freelance Production Manager. 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,

Kezia Davies (Operations Manager)

JOB DESCRIPTION – FREELANCE PRODUCTION MANAGER, LB2025

Reports to: Director of Programme & Partnerships

Responsible for: Select External Contractors

Department: Programme

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 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 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).

This role will manage, co-ordinate and advise on all technical, production and health and safety aspects of the exhibition programme including the fabrication of new artworks, exhibitions and events. This will include advising artists on the production of new artworks, managing exhibition build, installation/deinstallation across our partner, disused and public realm venues and delivery of live/digital events.

MAIN DUTIES

Exhibition Planning / Artwork Production

- Production Management of Liverpool Biennial's 2025 festival programme across new commissions, loans, live works and public programme events from planning, delivery, maintenance and deinstall.
- Support the Programme Manager and Assistant Curators to co-ordinate and facilitate the fabrication of new works for exhibition within LB2025, liaising directly with artists to ensure delivery within time and budget, and that sustainability and accessibility are prioritised throughout.

- Procure, contract and daily management of suppliers and contractors including (but not limited to) art handlers, technicians, fabricators, structural engineers, AV and technical equipment suppliers.
- Support the Guest Curator and Programme Team in deciding the placement of artworks and exhibition build, ensuring feasibility of installation, health and safety and accessibility requirements are all adhered to, and that sustainability is prioritised throughout.
- Liaise directly with venues and exhibition locations to agree exhibition build and installation / deinstallation plans including (but not limited to) layouts, schedules, health and safety considerations. For found venues, ensure lighting, power, fire safety, artwork safety and any other H&S considerations associated with using an empty building are implemented safely and appropriately.
- Lead on obtaining all associated licenses needed for installation / deinstallation including (but not limited to) planning permissions, highway occupation, road closure / traffic management, equipment usage etc.
- Draft, collate and distribute risk assessments, method statements and any other H&S related paperwork in advance of any work taking place, and take responsibility for ensuring measures are always implemented and adhered to on site.
- Manage production & technical budgets including adhering to procurement procedures, negotiating costs with contractors and suppliers and supporting the Programme Manager and LB artists by costing projects.
- Support Programme Team on the loan and registration of borrowed artworks, including (but not limited to) inputting to loan agreements, liaising with lenders and ensuring any agreed exhibition conditions are upheld where necessary.
- Support Programme Team on international shipping of artworks, including (but not limited to) commissioning crating or packing of works, ensuring fabrication deadlines are communicated and upheld, co-ordinating intake of artworks to venues and safe storage of crates.
- Work closely with the Programme Manager, Assistant Curators and other members of the wider Liverpool Biennial team to support and advise on any technical or production related queries they might have.

Exhibition Installation / Deinstallation

- Co-ordinate logistics for installation and deinstallation, construction, and AV requirements for all exhibitions, facilitating, supervising, and supporting appropriate external contractors whenever necessary.
- Lead on the production and technical aspects of all live or hybrid event delivery, including performance works, public programme and learning programme, as well as supporting with set up and stage management where required.
- Devise installation and event set up schedules, ensuring that appropriate staff and contractors are fully briefed and equipped to deliver them.

- Facilitate and provide support to any art handlers and technicians while working onsite during exhibition and event installation and deinstallation, including regular briefing sessions, unpacking/repacking of artworks and handling heavy or dangerous works.
- Troubleshoot any technical difficulties, ensuring that the Director of Programme & Partnerships and the Programme Manager are kept fully informed of progress and any problems.
- Ensure correct Health and Safety procedures are in place and adhered to for the installation of artworks and their display, including supervision of external/freelance contractors and reporting any incidents immediately to the Director of Programme & Partnerships, and ensuring that artworks are installed and secured in a safe manner.
- Ensure Government Indemnity Scheme (GIS) compliance and best practice guidance is followed when necessary.
- Ensure high production values across all activity.

Maintenance of Exhibitions

- Support the Front of House Manager by inputting to and delivering parts of the training of our Front of House team, and other staff as required.
- Liaise with artists to agree maintenance processes for individual works, create a maintenance instruction document and ensure appropriate numbers of staff are briefed and trained to undertake this maintenance.
- With the support of the Programme Team, maintain the condition of works or arts and the galleries and ensure that all AV/technical installations and equipment are always in proper working order.
- Support the Programme Manager to draft and update risk assessments associated with the public exhibition of artworks.

General / Administrative

- Liaise with artist representatives, arts institutions, and funders where required.
- Liaise with all Biennial departments to secure a smooth flow of information.
- Convene, attend and record meetings as required.
- Organise and attend site visits and research trips.
- Process exhibition-related invoices as required.
- Draft and update project schedules and planning documents to help ensure deadlines are realistically set, clearly communicated and projects are delivered in good time.
- 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.
- 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 4 years in arts production
- Demonstrable project management and production management experience
- Experience of budget management
- Ability to prioritise workload, and work to tight and changing deadlines
- Ability to work across multiple projects simultaneously
- Knowledge of legal requirements and best practice approaches to health and safety both for arts venues and off-site projects
- Art handling / condition checking experience
- Excellent communication skills, written and verbal
- Ability to thrive within a team environment including demonstrable experience of working well with a diverse range of artists, contractors, and individuals
- Demonstrable proficiency in use of Microsoft Office Suite
- Commitment to equity, diversity and inclusion
- Commitment to environmental sustainability

Desirable:

- Working in an international environment
- Working on multi-disciplinary projects, including public realm installations and live performances
- Working on hybrid or born-digital projects
- Working in a non-gallery setting
- Knowledge of Liverpool City Region, and Liverpool Biennial
- Use of design or editing software such as SketchUp, Audacity, Final Cut Pro, etc.
- Full UK Driving License

TERMS AND CONDITIONS

Location	Liverpool Biennial office, 55 New Bird Street, Liverpool, L1 0BW and/or various exhibition venues, with opportunity for occasional home working with prior agreement from line manager.
Contract	Freelance, 210 days total between 1 September 2024 – 31 October 2025.
Time allocation / hours	<p>Approximately 3 d/pw 1 Sept 2024 - 31 Jan 2025 (22 weeks), 5 d/pw 1 Feb – 15 June (19 weeks), 2 d/pw 16 June – 31 Aug (11 weeks), 3 d/pw 1 Sept – 31 Oct (9 weeks).</p> <p>Please note that the above is an approximate estimation based on projected workload and may be agreed with your Line Manager to accommodate other commitments. However, Full Time hours (37.5 hours, 5 d/pw) between 1 Feb – 15 June 2025 are non-negotiable due to key festival delivery dates.</p>
Fee	<p>A day rate of £220 - 250 is available, depending on experience (Equivalent fee for 210 days is £46,200 - £52,500)</p> <p>You will be responsible for your own tax, National Insurance and payment of expenses/disbursements. No expenses may be claimed back from Liverpool Biennial unless agreed in writing by your Line Manager prior to the expenditure taking place.</p>
Notice	Three months

HOW TO APPLY

The Closing date for applications for this role is Sunday 28 July 23:59

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.
- Examples of 2x comparable or relevant projects that you've worked on recently in a similar role
- 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 **28 July**, with the following subject title: '**your name - application for Freelance Production Manager**'. 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 **Thursday 8 August**.

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 Lily Mellor at lily@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