



Liverpool Biennial

Programme Manager

Job Information Pack

Closing date: Midnight, 15 October 2023

Liverpool Biennial

Hello,

Thank you for your interest in the Programme Manager 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 Programme Manager will work within the Programme Team on a full-time, permanent contract, subject to satisfactory completion of a 3-month notice period. The position will be offered at a salary of between £29,512 and £32,791, 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 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.

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 Programme 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,

Jade Mitchell

HR Support Manager
Liverpool Biennial

PROGRAMME MANAGER – JOB DESCRIPTION

Reports to: Head of Programme

Responsible for: Assistant Curators, Trainees, Interns

Department: Programme

Salary: (Band 3) £29,512 - £32,791 depending on experience

Contract: Full-time, Permanent

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 to support one another, with other departments and partners across the city. This role will be responsible for the day-to-day organisation, production and delivery of our programme, providing effective and clear line management and delegation of tasks to Assistant Curators, working collaboratively our Guest Curators and international artists to realise new commissions, and reporting to the Head of Programme on progress, budgets and performance against targets.

MAIN DUTIES & RESPONSIBILITIES

Curatorial / Exhibitions Organisation & Delivery

- Manage and lead the realisation of major exhibitions and projects simultaneously, including new commissions and loans, including taking overall responsibility for the day-to-day co-ordination and delivery of all artistic projects (minus those managed by Learning department).
- Be responsible for overseeing all aspects of delivery including artist liaison, scheduling, production (in collaboration with Production Manager), fabrication and installation, ensuring everything is delivered to time and budget with support from the Assistant Curators and wider team.
- Coordinate and connect the curatorial and practical aspects of projects, ensuring artistic vision is upheld and artists feel supported, whilst schedules and budgets are prioritised.
- Work with and support the Head of Programme in the research, organisation and planning of the Biennial exhibition, individual works, events and year-round programming, including conducting artist research and studio visits or trips when appropriate.
- Ensure that the planning and delivery of artistic projects are professionally managed through effective line management, with strong and clear lines of delegation of roles and structured, supportive team working.
- Manage all public realm commissions, including coordination of artists, partners, site owners, structural engineers, fabricators and technicians. Lead on the submission of all necessary permissions and licensing.
- Oversee the coordination of international and national shipments, ensuring sustainability and value-for-money are considered throughout.
- Support in the planning and designing of exhibition layouts and install/deinstall scheduling.
- Support the Head of Programme and Guest Curator with research into artists, writers and other creative practitioners, venues and contractors across the Biennial programme.
- Support the Head of Programme and Guest Curator by inputting to the development of a diverse public programme of events, workshops, talks and screenings, as well as a festival publication, and oversee the smooth delivery of these elements.
- Work closely with the Curator of Learning to share information on projects and input into an innovative and ambitious programme for creative learning, including workshops and resources.

- Write draft exhibition texts and artwork captions for all artistic projects, for use on Liverpool Biennial website, stakeholder communications and exhibition interpretation.
- Alongside the Production Manager, develop and manage maintenance plans for all exhibitions and artworks.
- Ensure that interdependences and communication with Marketing, Development, Operations and Finance teams are very clear, ensuring everybody is kept up to date with progress and developments with projects.
- Monitor, evaluate and report effectively on all Production matters against agreed objectives, using insights to inform future action.
- Liaise with artists and their representatives, arts institutions, partners and funders as required.

Finance and Administration

- Convene, attend, chair and record meetings as required.
- Organise and attend site visits and research trips.
- Monitor and maintain budgets for exhibitions and projects 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 regular reporting to Head of Programme.
- Support the Head of Programme and Production Manager with all aspects of Health and Safety, including risk assessments for venues, installations and events.
- Liaise with the Border Agency and assist with visa applications and associated UK entry paperwork for visiting artists and technical staff where necessary.
- Draft and administer contracts as required for artists, venues, contractors, and freelancers using Liverpool Biennial templates.
- Contribute to reports for Board of Trustees, funders and partners as required.
- Work with the Director of Development and Development Manager to supply information, text, budgets and project proposals for funding applications.
- Work with the Marketing and Communications department to ensure appropriate information is circulated about the programme.

- Ensure diversity, equity and inclusion are embedded throughout projects from inception, in particular ensuring suggestions and consultancy from our Critical Friends Group is listened to, understood and embedded where possible. Practice processes that care for staff, partners, artists, participants and audiences.
- 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.
- Contribute to the evaluation of projects as and when required, alongside ensuring opportunities for data gathering in collaboration with Development team.

Advocacy

- Strengthen networks and liaise with stakeholders, potential partners and funders as required. Maintain and update contacts relevant to the programme on the Liverpool Biennial database.
- Welcoming and hosting artists, galleries and stakeholders whilst in Liverpool, ensuring they receive schedules and information in good time and have a reliable main point of contact throughout their stays.
- Represent the Biennial at local, national and occasionally international 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 Head of Programme).
- Any other duties which may be from time to time allocated, commensurate with the nature and responsibility level of the post.

Essential Criteria

- At least 5 years' experience in managing contemporary art projects
- Knowledge of and passion for contemporary art
- Experience of working with artists to develop and deliver ambitious new commissions
- Experience of working on multiple, large-scale projects simultaneously
- Having an analytical, creative and solution-led approach
- Experience managing detailed programme and individual project budgets
- Experience of recruiting and managing staff, including demonstrable experience of effective team leadership
- Experience of working with a wide range of partners and stakeholders
- Excellent written and verbal communication skills

- Excellent IT Skills with advanced proficiency in Microsoft Office Suite, in particular, Excel
- Excellent time management and organisational, planning and prioritising skills
- Commitment to equity, diversity and inclusion and the need for Liverpool Biennial to be representative of its community and target audiences
- Commitment to environmental sustainability

Desirable Criteria

- Knowledge of the Liverpool and wider north-west region
- Biennial / festival experience and/or experience of working in non-traditional arts venues / the public realm
- Experience of working in an international setting

TERMS AND CONDITIONS

Location	Full-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	Full time, permanent
Salary	£29,512 - £32,791 - depending on experience
Hours	Full-time 37.5 hours per week
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	Three months
Additional Benefits	Employee Assistance Programme, Bike 2 Work scheme

HOW TO APPLY

The Closing date for applications for this role is midnight on 15 October 2023

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 jade@biennial.com by the closing date of **Midnight on 15 October 2023**, with the following subject title: '**your name - application for Programme 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 **23-24 October**.

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