



Liverpool Biennial

Access Liaison Officer

Job Information Pack

Closing date: Sunday 17 November 2024,  
11.59pm

# Liverpool Biennial

## **Access Liaison Officer (Fixed-term contract 1 February to 31 October 2025)**

Hello, and thank you for your interest in the role of Access Liaison Officer 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 Access Liaison Officer will work within the Programme team. The role will be offered on a fixed-term contract until 31 October 2025 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.

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 work with and support artists and audiences who are Disabled, d/Deaf, neurodivergent and with long-term health conditions, bringing additional expertise and capacity into the team as we continue working towards becoming a Biennial for everyone.

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 [jade@biennial.com](mailto:jade@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 Access Liaison Officer. 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**

### **Access Liaison Officer**

**Salary:** (£24,836 – £26,746) depending on experience  
**Reports to:** Curator of Learning  
**Responsible for:** Interns as required  
**Contract:** Full-time, Fixed Term 1 February - 31 October 2025  
**Deadline:** 11:59, Sunday 17 November 2024

### **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**

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 13<sup>th</sup> edition of the festival (7 June – 14 Sept 2025).

### **About the role**

This role will work with and support artists and audiences who are Disabled, d/Deaf, neurodivergent and with long-term health conditions, bringing additional expertise and capacity into the team as we continue working towards becoming a Biennial for everyone. Funded by Paul Hamlyn Foundation, this role will support the Liverpool Biennial 2025 team, partners and artists to embed principles of inclusion, accessibility and care, conceptually and practically, across all aspects of planning and delivery.

The Access Liaison Officer will lead on the accessibility of the festival, ensuring appropriate provision is available at exhibitions and events, that access information is communicated clearly and that opportunities for embedding creative access within artistic projects are encouraged and facilitated.

## **MAIN DUTIES:**

### **Access Infrastructure and Activity**

- Championing access across the organisation, including working with the HR Consultant, Operations Manager and Front of House Manager to organise Disability awareness training and any other specialised Disability training for all staff and Trustees.
- Work directly with LB2025 artists to support and develop ideas for creative access into realised elements of their commissions, exhibitions or events.
- Support the Programme team to ensure audience access is prioritised and embedded in all artist projects - from project planning, through fabrication, and to display.
- Conduct research into care and Disability through attendance at relevant events and connecting with equivalent roles at other visual arts organisations and festivals.
- Undertake partner briefings around institutional care and collate findings into an Ethics of Care research document to be implemented at Liverpool Biennial and partner venues, examining what care looks like in practice and disseminating findings to peers and the sector.
- Participation in evaluation of Liverpool Biennial 2025 to understand the impact of this role, considering how we might embed learnings into the next edition.
- Attend monthly Diversity, Equity & Inclusion meetings along with other department leads and Trustees.

### **Administration**

- Organise travel and accommodation for Disabled artists, artists with long-term health conditions, artist parents, and artist carers or support workers, making additional provisions for any access requirements.
- Ensure access requirements are considered during scheduling of events, site visits, etc. which involve artists with Disabilities or additional needs.
- Lead on the access riders for all artists, including collecting all information from artists, communicating these sensitively on a need-to-know basis with other team members, and actioning to ensure appropriate measures are put in place.
- Edit and proofread artist's materials, as well as transcribing alternative documents received in alternative formats (i.e. audio or video) into Liverpool Biennial templates.
- Support Marketing Team in ensuring available access provisions are communicated clearly to audiences via Guide, event listings, website and map.
- Gathering relevant access information for artist visits to sites and stakeholder venues.
- Work with GDPR lead Director of Development, Marketing & Communications on the security of sensitive data, ensuring personal data is kept and managed legally and securely.

## Access Provisions

- Work with the Production Manager and Programme Manager to ensure all untraditional venues have appropriate access provisions put in place, including costing up access provisions, researching suppliers, requesting quotes and inputting to funding applications, budgeting etc.
- Organise and manage access provisions needed for artists and audiences including, but not limited to, BSL interpretation, audio description, alternative travel arrangements, captioning, translation, care facilities etc.
- Create an Access Guide for audiences including information for every venue, such as visual stories and detailing facilities, and for events so that audiences know what to expect.
- Being lead liaison with any access provision providers including contracting, hosting and managing payment via our financial processes.
- Work with Marketing and Communications team to ensure effectiveness and accessibility of all marketing material and appropriate targeted and relevant targeted marketing activity.
- Create easy read and other access-related documents as and when necessary.
- Lead on the creation and maintenance of sensory activities and items for audiences at venues which might form part of the Learning Programme.

## **PERSON SPECIFICATION**

### **Essential**

- Committed to inclusive practice, with a minimum of 2 years of working in a similar Producer/Learning role/promoting inclusive working
- Confidence to communicate with a wide variety of people including senior contacts, colleagues, artists and galleries
- Organised individual with the ability to clearly plan, work to deadlines, and set up new procedures within the context of a new role
- Familiarity with Access Riders and best inclusive arts practice
- Commitment to all aspects of equity and diversity, and the need for Liverpool Biennial to be representative of its community and target audiences
- High level of proficiency in Microsoft Word and Excel
- Some experience in managing budgets and processing invoices

### **Desirable**

- Proven interest in contemporary visual art
- Proven team working experience
- Lived experience of Disability
- Lived experience of caring responsibilities

## TERMS AND CONDITIONS

<b>Location</b>	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.
<b>Contract</b>	Fixed term 1 February to 31 October 2025 (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, wellbeing support through Wellbeing in the Arts  Time off between Christmas and new year gifted in addition to annual leave

## HOW TO APPLY

**The Closing date for applications for this role is Sunday 17 November 2024, 11:59pm.**

If you would like to be considered for the role, please apply [here](#).

You will be asked to please send us:

- 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.
- If you would like to alternatively send a 3-minute audio or video file telling us the content of your CV, please email [jade@biennial.com](mailto:jade@biennial.com) directly.

Completed applications should be submitted [here](#) by the closing date of **11.59pm on 17 November 2024**.

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 Thursday 12 December 2024.

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](mailto: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