



Liverpool Biennial

Assistant Curator (Registrar & Logistics)

Job Information Pack

Closing date: Sunday 10 November 2024,
11.59pm

Liverpool Biennial

Assistant Curator (Registrar & Logistics) - Fixed-term contract to 31 October 2025

Hello, and thank you for your interest in the role of Assistant Curator (Registrar & Logistics) at Liverpool Biennial. Please find below further details about the role, along with some details about Liverpool Biennial and what it is like to work with us.

The Assistant Curator (Registrar & Logistics) 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). We are looking for somebody with exceptional organisational and administrative skills to support across all aspects of planning and delivery for Liverpool Biennial 2025, with particular focus and responsibility for logistical elements such as shipping, loans, insurance, scheduling, condition checking and artwork care.

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 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 Assistant Curator (Registrar & Logistics). 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

Assistant Curator (Registrar & Logistics)

Salary:	(£24,836 – £26,746) depending on experience
Reports to:	Programme Manager
Responsible for:	Interns as required
Contract:	Full-time, Fixed Term until 31 October 2025
Deadline:	11:59pm, Sunday 10 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 13th edition of the festival (7 June – 14 Sept 2025).

About the role

The Assistant Curator (Registrar & Logistics) is a key staff member within the Programme Team. We are looking for somebody with exceptional organisational and administrative skills to support across all aspects of planning and delivery for Liverpool Biennial 2025, with particular focus and responsibility for logistical elements such as shipping, loans, insurance, scheduling, condition checking and artwork care. They will also work closely with the Curator to create the LB2025 publication.

MAIN DUTIES:

Artwork Logistics & Care

- Manage and coordinate loan requests including drafting and issuing agreements and be lead liaison for those artists, lenders, venues and gallerists to ensure everybody is kept up to date as projects progress.
- Lead on condition checking of artworks, ensuring a robust and clear procedure is in place for team members to adhere to and that all documentation is filed, tracked and shared.
- Assist the Programme Manager in liaising with Biennial partners and venues, ensuring that venue staff are all fully briefed on schedules, installation plans and artists requirements.
- Assist with installation and deinstallation of artworks and support Front of House team to deal with all maintenance enquiries as appropriate, ensuring that all exhibitions and installations are running smoothly.
- In person hosting of artists when they are in Liverpool, including being the main point of contact for select artists for which you are lead liaison.

Shipping & Insurance

- Support the Production Manager on the organisation of all international and national artwork shipments for Liverpool Biennial 2025.
- Feed into meetings with shipping agents and contractors when required, and support the Production Manager in collating up to date information on artwork locations, dimensions, values and packaging.
- Research and remain knowledgeable of current customs law and taxation for international imports and exports, ensuring the Production Manager is made aware of any considerations that may be required.
- Ensure any paperwork required such as import documents / CITEs permits etc. are filled in correctly and in a timely manner as and when required.
- Prioritise sustainability in consultation with shipping agents including organising consolidated shipments, exploring alternative methods of shipping, and sustainable or recyclable materials for packaging.
- Help ensure best value for money by supporting the procurement of a reliable shipping agent and insurance company by providing regular updates, artwork details and venue information.
- Manage the processing of all financial paperwork in relationship to shipping and insurance such as invoices and POs and budget logs are kept up to date.

Publications

- Working closely with the Curator, manage the development, coordination and delivery of all aspects of the Liverpool Biennial 2025 publication.
- Support the Learning team on the coordination and delivery of the Children's Guide, including liaising with designers and printers.
- Liaise with and contract invited writers and contributors to request and agree contributions, including sharing of written briefs, clear deadlines and negotiating fees
- Arrange licensing for image and text use where necessary.
- Copyedit, or arrange for copyediting, of the finished text.

- Ensure realistic scheduling with clear deadlines is communicated to contributors, suppliers, stakeholders and internally.
- Monitor and maintain budget for the publication efficiently and in a timely fashion. This includes obtaining estimates, following procurement procedures, raising purchase orders, processing invoices, maintaining digital budget files, and providing regular reports to the Programme Manager.
- Liaise with the Marketing Team and designer to support with the design, print and distribution processes where possible.

Finance and Administration

- Book select artist travel, accommodation, per diems and visas for site visits, installation, and launch as and when required.
- Create bespoke schedules and welcome packs for artist visits including booking meetings, visits and meals in advance and liaising with key team members on availability
- Monitor and maintain budgets for specific exhibitions and events efficiently and in a timely fashion. This includes obtaining estimates, following procurement procedures, raising purchase orders, processing invoices, maintaining digital and physical budget files and providing regular updates to the Programme Manager.
- Maintain and update contacts on the Liverpool Biennial database and support Development team with compiling guest lists for events and openings.
- Convene, attend and record meetings as required.
- Liaise with all Biennial departments to secure a smooth flow of information.
- Supporting the Marketing Team by drafting, collating and copy-editing artist and project information for announcements, website, press packs, interpretation, and Guide where required.

Miscellaneous

- Manage interns, volunteers and supervise departmental work placements.
- 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.
- Represent the Biennial at 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 Programme Manager).
- 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 3 years in contemporary art curation, production or administration
- Demonstrable experience of simultaneously managing multiple projects and budgets
- Experience of contributing to, or producing, publications
- Experience of organising international shipments of works
- Proficiency in Microsoft Office Suite, in particular MS Word and Excel
- Excellent communication skills, written and verbal, with the ability to adapt to different situations, in order to develop productive relationships and effective partnerships
- Ability to thrive within a team environment and work with others to generate creative ideas and turn them into reality
- Ability to work under pressure, remain calm and meet tight and sometimes changeable deadlines
- Demonstrable understanding of and commitment to equality, diversity and inclusion, and the role you have in improving access for those from protected characteristic groups into our staff team, artists, audiences and participants
- Demonstrable commitment to environmental sustainability

Desirable:

- Working in an international environment
- Understanding of international travel and customs regulations, including UK visa procedures
- Knowledge of Health and Safety and safeguarding risk assessments for arts venues
- Experience of working in an arts environment outside of a traditional gallery setting
- Knowledge of Liverpool City Region, and Liverpool Biennial
- Proven writing and editorial experience

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	Fixed term to 31 October 2025 (subject to completion of three-month probationary period)
Salary	£24,836 – £26,746, depending upon 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	One Month
Additional Benefits	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 10 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 directly.

Completed applications should be submitted [here](#) by the closing date of **11.59pm on 10 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 shortlist of applicants will be invited to interview. Interviews will take place in person in Liverpool on Thursday 28 November 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. We are here to support you.



Supported using public funding by
**ARTS COUNCIL
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Image credit: Ugo Rondinone, Liverpool Mountain, 2018. Image courtesy Liverpool Biennial. Photo Mark McNulty