



Liverpool Biennial

Head of Programme & Partnerships (Maternity Cover)

Job Information Pack

Closing date: Sunday 29 June, 11.59pm

Liverpool Biennial

Head of Programme & Partnerships (Maternity Cover). Fixed term contract 1 August 2025 – 31 October 2026.

Hello, and thank you for your interest in the role of Head of Programme & Partnerships (Maternity Cover) 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 Head of Programme & Partnerships (Maternity Cover) role will be offered on a fixed-term contract from 1st August at a salary of £44,925 - £49,417 per annum depending on experience. The job will be based in Liverpool Biennial 2025 offices. Working days will be Monday – Friday and will include some evening and weekend working.

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 Head of Programme & Partnerships (Maternity Cover).

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)

HEAD OF PROGRAMME & PARTNERSHIPS, LIVERPOOL BIENNIAL

The closing date for applications for this role is Sunday 29 June 2025, 11.59pm

If you would like to be considered for the role, please apply here. Further details on how to apply can be found on page 8.

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 role and events

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.

This role will oversee and be ultimately responsible the delivery of our 2026 programme, as well as playing a central and strategic role in the development of LB2027. This will include securing national and international programme partnerships and co-commissioners, contributing to and sourcing funding opportunities, planning around staffing, budgets and projects, setting KPIs and ensuring funder and organisational commitments are set realistically, adhered to and upheld.

JOB DESCRIPTION

Organisational strategy & sustainability

- Undertake a leadership role within the organisation through contributing to strategy, business planning, objective setting and steering organisational culture.
- Undertake a strategic contribution to the development of our mission, vision, values and organisational priorities in relation to programme and potentially contribute to ACE NPO applications if timelines necessitate this activity within the duration of the role.
- Prepare Board papers and reports and attend or present at Board meetings when necessary, supporting the Director to continually energise and foster support from Board for programme-related matters.

- Ensure Outcomes & Objectives and Investment Principles are embedded and reached through our artistic and engagement activities in order to maintain stakeholder relationships and ensure financial sustainability.
- Strategic engagement and leadership with regards to organisational priorities of EDI and sustainability through building networks and ensuring these principles are embedded in early planning of LB2027.
- Help maintain principal funder relationships by inputting to ACE and other funder reports, updates and meetings where necessary.
- Support the Director and Development team to source, develop and implement fundraising approaches, including attending meetings with potential funders where necessary, preparing presentations, drafting budgets and steering project descriptions for applications.
- Have strategic oversight of organisational evaluation and work to embed principles for change from LB2025 external evaluation into future planning.

Partnerships

- Source, leverage and manage programme-related partnerships and stakeholders nationally and internationally including co-commissioning partners, touring partners, venue partners, etc. Negotiate and oversee contracts and where appropriate, including for contributory or co-commissioning income.
- Cultivate and build relationships with local, national and international peers and potential partners, including arts organisations, artists and creative practitioners, curators, academic institutions, community groups, local authorities, local artists etc., keeping up to date with current trends and concerns, contributing to brand awareness and strategic positioning of programmes amongst peers.
- Lead on maintaining and strengthening relationships with Management, Programme and Learning teams at all festival partner venues, ensuring mutual respect and trust is built through collaborative working.
- Represent Biennial at local, national, and international public events, meetings and networking events, seeking opportunity to meet key stakeholders and to speak at events and/or consult for organisations to inspire and advocate for LB's vision.

Curatorial / Exhibitions Organisation & Delivery

- Work alongside the Director, Head of Development and LB2027 Guest Curator(s) to develop and uphold a cohesive artistic vision and programme for the festival which is both ambitious and achievable.
- Ensure the effective delivery of the programme in collaboration with Senior Leadership Team, cultivating buy-in from staff, Board, stakeholders and the wider community.
- Work closely with SLT to diversify and grow our audiences, in particular our family and young people audiences, by curating bespoke and necessary programmes which respond to and explore socio-economic issues and organisational and stakeholder priorities.

- Advance, steer and supervise the realisation and delivery of all projects, exhibitions and events, supporting team members by responding quickly to resolve issues, find solutions or make managerial decisions when necessary.
- Work closely with Guest Curator(s) to ensure organisational commitments are prioritised within all elements of the festival programme and ideas are developed in line with available resource and capacity.
- Attend performances, events and festivals to make critical assessments for programming consideration and maintain a strong awareness of current trends and emerging talent.
- Liaise with, host and support artists and their representatives whenever necessary.
- Be Safeguarding Lead for the organisation, working alongside Safeguarding Deputy to ensure the safety of children and vulnerable adults throughout all activity.
- Maintain oversight of all health and safety related issues including sign off of all programme-related H&S paperwork and ensuring staff have the necessary training.

Team Management

- Lead on recruitment of all Programme & Learning roles in line with company budgets and festival timelines, ensuring roles are developed in response to skills and capacity gaps in the team.
- 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.
- Ensure effective communication between team members and departments through devising responsive and effective meeting, feedback and communication strategies.

Financial risk & management

- Have ultimate responsibility for managing financial and reputational risks associated with programme budgets, keeping oversight of all projects and ensuring financial pressures are effectively anticipated, identified, communicated and resolved.
- Maintain strategic oversight of organisational budgets and input into company-wide budgeting and financial management.
- Supported by Programme Manager, work closely with Head of Finance to ensure management accounts and forecasts are accurate and up to date, alongside any other finance related queries.
- Build and implement templates, working budgets, staffing levels and financial allocations for all projects, ensuring staff are trained effectively and feel confident in the daily administration and management of budgets and their roles.
- Oversee procurement processes and frameworks to ensure best value for money is achieved and potential suppliers are thoroughly researched.

- Be responsible for monitoring, responding to and updating programme-related risks in the organisational risk register.

PERSON SPECIFICATION

Essential:

- Minimum 6 years of working in an arts project management role, or similar
- Minimum 3 years of working in or contributing to a strategic position within a publicly funded arts institution (NPO or similar)
- Knowledge of contemporary visual arts sector and Liverpool Biennial
- Excellent written and verbal communication skills, with the ability to foster new relationships and partnerships quickly
- Evidence of coordination skills, including the ability to manage multiple conversations and projects with strict deadlines simultaneously
- Adept in Microsoft Excel and/or other project management software
- Experience of managing budgets over six figures
- Ability to effectively line manage and delegate to a diverse team of individuals
- Demonstrable experience of managing multiple partner and stakeholder relationships simultaneously, balancing conflicting priorities and needs
- Commitment to equity, diversity and inclusion
- Commitment to environmental sustainability
- Willingness to obtain a CRB check

Desirable:

- Working in an international environment
- Experience of Safeguarding procedures and knowledge of up-to-date legislation

Terms and Conditions

Location	Liverpool Biennial Offices, 55 New Bird Street, L10BW and at
Reports to	Director
Responsible for	Programme Manager, Production Manager, Curator of Learning
Department	Programme
Contract	Fixed Term
Salary	£44,925 - £49,417 per annum depending on experience
Hours	37.5 hours per week. Full-time.
Holidays	25 days per annum for full time staff in addition to all statutory and public holidays
Notice Period	3 months
Additional Benefits	Wellbeing support through Wellbeing in the Arts
Deadline	Sunday 29 June, 11:59pm
Interviews	In person in Liverpool on Monday 14 July 2025

HOW TO APPLY

The Closing date for applications for this role is Sunday 29 June, 11.59pm.

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

You will be asked to please send us:

- Your current **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.
- 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 **Sunday 29 June, 11.59pm**.

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 on Monday 14 July 2025. If necessary, second stage interviews will take place Thursday 17 July 2025.

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