



Liverpool Biennial

Curator of Learning (Fixed Term)

Job Information Pack

Closing date: Sunday 17 August, 11.59pm

Liverpool Biennial

Curator of Learning (Fixed Term) **Fixed term contract, 1 October 2025 – 30 September 2027**

Hello, and thank you for your interest in the role of Curator of Learning (Fixed Term) 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 Curator of Learning (Fixed Term) role will be offered on a fixed-term contract from 1 October 2025 at a salary of £30,250 - 33,302 per annum depending on experience. The job will be based in Liverpool Biennial 2027 offices and across various exhibition and festival venues. 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 Curator of Learning (Fixed Term).

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)

CURATOR OF LEARNING (FIXED TERM), LIVERPOOL BIENNIAL

The closing date for applications for this role is Sunday 17 August 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 for the devising, planning and delivery of learning programme and engagement activity across projects in 2026 and Liverpool Biennial festival in 2027. In this managerial role, you would ensure ample, diverse and exciting opportunities for residents and visitors alike to participate in, engage with and develop skills and knowledge as part of our projects and festival, including (but not limited to) children and young people, schools, colleges and universities, communities, creative practitioners and more.

JOB DESCRIPTION

Creative Learning and Engagement Activity

- Develop, project manage, and deliver innovative, ambitious, and transformational programmes for creative learning, inspired by the artistic work of Biennial artists, with key audiences: education (schools, colleges, FE and HE), families, communities and artists.
- Work closely with the Director of Programme & Partnerships and LB2027 Co-Curators to ensure organisational commitments to engagement are considered and achieved within Learning Programme planning and outputs.
- Manage a minimum of 3 collaborative commissions between communities and artists per biennial cycle ensuring deep engagement and care for participants and collaborators, and overseeing all aspects of delivery

- including artist liaison, production (in collaboration with Programme Manager and Production Manager), fabrication and installation.
- Develop and deliver a suite of learning and engagement resources and events, both in person and online including a family / children's guide, ensuring they align with national curriculum where appropriate.
 - Liaise closely and work collaboratively with education and engagement staff within LB partner organisations to devise and deliver joint or associated programming.
 - Support LB2027 Curator(s) to devise, recruit for and facilitate a Youth Curators group of children and/or young people. Work to ensure they have a positive and generative experience with ample opportunities for skills development, and that outcomes and learnings from group are embedded into programme planning, delivery and organisational strategy.
 - Ensure paid opportunities for local creative practitioners to participate in the delivery of the Learning programme i.e. illustrators, writers, photographers, workshop facilitators, etc.
 - Coordinate and deliver supported children's, young people's and other group visits to Liverpool Biennial year-round and festival projects, involving and including all tiers of education (primary, further education and Higher Education establishments).

Advocacy and Partnerships

- Develop new relationships and maintain sustained relationships with schools, colleges, early years centres, youth zones and informal education providers across Liverpool and Merseyside. Ensure School and community attendance to Biennial Exhibitions by designing and delivering an exciting engagement programme of free workshops, tours and activities.
- Strengthen networks and liaise with stakeholders and potential partners including schools, galleries, arts professionals, outside agencies, community groups and the public as required. Maintain and update contacts relevant to the education programme on the CRM database.
- Deliver presentations about Liverpool Biennial to community groups, schools, colleges, funders, potential partners and other stakeholders as required.
- Keep abreast of the local, national and international research, policy and landscape for creative education and represent Liverpool Biennial on appropriate forums, meetings and events.

Administration & Policies

- Contract venues, artists, suppliers etc. for all learning projects.
- Oversee the health & safety of all Learning activity including drafting and signing off of risk assessments and ensuring necessary licensing is in place.
- Lead and ensure the smooth and effective running of the Creative Learning Team (when additional team-members are in post) to ensure that deadlines are met and planning is in place for all aspects of the team's work. This includes leading on recruitment and subsequent effective line

management of Learning Assistant and up to one additional post as required (funding dependent).

- Manage and maintain all budgetary elements of the Learning Programme, including monthly reporting to Director of Programme & Partnerships and Finance team, following Liverpool Biennial's procurement policy and other administrative financial tasks such as updating budgets, monthly reconciliation, cashflow, raising purchase orders and invoices.
- Ensure projects are efficiently documented and evaluated.
- Work with the Development department to identify funding opportunities and to supply information, text, budgets, and project proposals for funding applications.
- Work with the Marketing & Communications department to ensure appropriate information is circulated about the Learning Programme.
- Act as a named Safeguarding Deputy for LB and ensure that all staff concerned with the learning programme have appropriate certifications (DBS, Safeguarding, First Aid, COSHH etc) and that they act at all times within the guidelines set out by current legislation and the Biennial's own Safeguarding Policy.
- Actively participate in, and contribute to, Liverpool Biennial's ED&I group, advocating for Liverpool Biennial's Diversity and Equal Opportunities Policy and Action Plan and ensuring these values are embedded across all learning activity.
- Participate in Management Meetings, to undertake strategic thinking, evaluate risk, problem-solve and create a supportive working culture.
- Ensure effective handover of projects and stakeholder relationships at the end of contract.

General

- Support Director of Programme & Partnerships in the recruitment and training of Liverpool Biennial Festival Guides to ensure a FOH team with the confidence and care to support all our visitors through their visit.
- Support and enable collaborative working with Biennial colleagues through effective communication and attendance at team meetings.
- Produce reports for, attend, and present at Board meetings and sub-groups as required.
- Other duties as required commensurate with the level and nature of the role.

PERSON SPECIFICATION

Essential

- Minimum of 3 years working in a similar role
- Experience of audience development and working collaboratively with underserved audiences
- Experience of producing new commissions or artistic projects
- Demonstrable experience in project and budgets management
- High level of proficiency in Microsoft Word and Excel
- Demonstrable understanding and experience of Health and Safety and Safeguarding legislation
- Proven team working and line management experience
- Commitment to all aspects of Equality, Diversity and Inclusion, and the need for Liverpool Biennial to be representative of its community and target audiences
- Commitment to environmental sustainability
- Enhanced DBS certification (or the ability to obtain one)

Desirable

- Experience in public speaking and other public facing communication skills
- Experience of delivering and/or facilitating workshops or similar
- Experience of working on non-gallery based projects
- Existing networks or links to community groups and/or education groups
- Understanding of, or connection to, Liverpool

TERMS AND CONDITIONS

Location	Liverpool Biennial Offices, 55 New Bird Street, L10BW and at
Reports to	Director of Programme & Partnerships / Head of Programme and Partnerships (maternity cover)
Responsible for	Learning Assistant, Trainees & Interns, Other project funded roles
Department	Learning
Contract	Fixed Term
Salary	£30,250 - 33,302 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 17 August, 11.59pm
Interviews	In person in Liverpool on Monday 1 September 2025

HOW TO APPLY

The Closing date for applications for this role is **Sunday 17 August, 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 **Sunday 17 August, 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 1 September 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