

Liverpool Biennial



Operations and Administrative Assistant

Deadline to apply: 8 March 2026, 11.59pm

Welcome

Liverpool Biennial, established in 1998, is the UK's largest free festival of contemporary visual art. Taking place in historic buildings, unexpected spaces and art galleries, the Biennial has been transforming the city through art for over two decades. A dynamic programme of free exhibitions, performances, screenings, community and learning activities and fringe events unfolds over 14 weeks, shining a light on the city's vibrant cultural scene.

Since its inception, the Biennial has commissioned 414 new artworks, presented work by over 590 leading artists, delivered 39 collaborative neighbourhood projects, and received over 50 million visits.

For Liverpool Biennial 2025, we received:

1,391,730
visits

154,569
total visitors

Visitors described Liverpool Biennial 2025 as:

INSPIRING

THOUGHT-PROVOKING

WELCOMING

DIVERSE

FUN





Key Information

The Operations and Administration Assistant will work closely with the Operations Manager to ensure the smooth running of Liverpool Biennial's day-to-day operations, as well as the effective functioning of the organisation at large, which will require collaboratively working with colleagues across all departments including Development, Marketing, Finance and Programme.

Location	Liverpool Biennial Offices, 55 New Bird Street, L10BW
Reports to	Operations Manager
Responsible for	Trainees, Interns
Department	Operations
Contract	Fixed Term – 2 years
Salary	£26,228 per annum
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	1 Month
Additional Benefits	Wellbeing support through Wellbeing in the Arts
Deadline to apply	Sunday 8th March 11.59pm
URL to apply	https://jobs.recruit.charliehr.com/biennialliverpool/operations-and-administration-assistant/view-job?q=desc
Interview	In person in Liverpool on Tuesday 24th March 2026



Job Description

Main Duties

- Ensure office facilities and operations run smoothly, **supporting the Operations Manager** to proactively address building maintenance and office health and safety
- Ensure that the staff are aware of how to report **equipment maintenance** needs
- Liaise with the landlords to ensure Liverpool Biennial team members access to facilities across Baltic Creative as needed
- Ensure **effective communication with suppliers** including the ordering, installation and maintenance of the alarm system, IT equipment, furniture, keys, telephones, stationery, and other equipment required for the smooth running of the office.
- Act as **first point of contact for external contractors**, including IT providers, cleaners, waste management
- Support the Operations Manager with **environmental reporting** to Arts Council England (Julie's Bicycle) and to the Board of Trustees
- Represent the Operations department at Liverpool Biennial's Environment & Sustainability Working Group, and **implementing sustainability initiatives** in office operations
- Assist the Operations Manager and Head of Finance with **financial administration**, raising purchase orders and processing expenses in line with Liverpool Biennial's financial procedures.
- Assist the Operations Manager with the administration of internal meetings, liaising with colleagues across the organisation to **set agendas and circulate minutes**
- Assist the Operations Manager and HR Support Manager **with filing and administrative systems**
- Assist with basic IT requirements including safety testing, provision of equipment and basic hardware and software issues

- **Support the Development team** with the delivery of fundraising and patron events, including communications, guest lists, biographies and RSVP processes.
- Assist the Development team with **collating information** for funding applications and reports
- Support the Operations Manager and the Development team with the implementation of Liverpool Biennial's **CRM system**, including updating the database and completing data cleanses, in line with UK GDPR and Liverpool Biennial's policies and procedures
- **Support the Programme team with logistics and travel arrangements** for the international co-curator and artists undertaking research trips, fostering an approachable environment for colleagues, artists and partners
- Ensure that the **post** is delivered and collected regularly
- Ensure that the **communal areas are maintained clean and tidy** and manage the provision of sundries in the kitchen
- Act with discretion and maintain confidentiality in all matters

Teamwork and equalities

- **Attend training and professional development opportunities** as required.
- Work within the context of Liverpool Biennial's Equity, Diversity and Inclusion policy, Code of Conduct, Sustainability policy and other policies at all times
- Other duties as required, commensurate with the nature and responsibility level of the role.
- The core staff team at Liverpool Biennial is small and there is a shared understanding and expectation that all employees will take a hands-on role, **working together to undertake and share additional tasks** which may be necessary to enable us to deliver on projects and objectives on time



Person Specification

Essential

- Excellent organisational skills, with an ability to manage a varied workload and meet deadlines consistently
- Strong communication skills, written and verbal
- Excellent administrative skills, with previous experience of implementing administrative processes
- Strong team working skills with the ability to work independently
- Excellent interpersonal skills
- Practical approach to problem-solving
- Commitment to Equality, Diversity and Inclusion and Environmental Sustainability

Desirable

- Experience working with CRMs, in particular Raiser's Edge
- Experience of facilities management or similar
- A keen interest in contemporary art and the work of Liverpool Biennial
- Knowledge of Liverpool City Region

How To Apply

THE CLOSING DATE FOR APPLICATIONS FOR THIS ROLE IS
SUNDAY 8 MARCH 2026, 11.59PM

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

You will be asked to please send us:

- 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** if you are shortlisted for interview.
- 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.

Access Information

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.

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.

Interviews will take place in Liverpool on Tuesday 24th March 2026.

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.



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