

Liverpool Biennial



Assistant Curators

Deadline to apply: 19 April 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

Liverpool Biennial's 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 Co-Curators for Liverpool Biennial 2027, Aimee Harrison and Lucía Sanromán, and with other departments and partners across the city.

We are recruiting for two Assistant Curator roles - one with a focus on Production and one with a focus on Public Programme. We encourage applicants to identify which role you feel you are best suited to, but we will consider all applicants for both roles. When completing your application, please indicate which role you feel best suited to, and explain how you meet the criteria set out in the person specification.

The Assistant Curator roles, support the Programme Team in all aspects of the research, preparation, delivery, production, installation, maintenance and de-installation of the Biennial exhibitions and year-round programme of projects, talks, events, publishing and research.

The **Production role** will have particular focus on the planning and organisation of the technical aspects of projects and exhibition.

The **Public Programme role** will have a particular focus on the planning and delivery of live events and audience participation, as well as contributing to the delivery of two non-festival projects in the public realm.

Location	Liverpool Biennial Offices, 55 New Bird Street, L10BW
Reports to	Programme Manager
Responsible for	Interns and Volunteers
Department	Programme
Contract	Fixed Term, full-time until 31 October 2027
Salary	£27,837-£29,229 dependent 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	2 months
Additional Benefits	Wellbeing support through Wellbeing in the Arts
Deadline to apply	Sunday 19th April, 11.59pm
URL to apply	https://jobs.recruit.charliehr.com/biennialliverpool/assistant-curator-3536/view-job?q=desc&apply=1
Interview	In person in Liverpool on 5 th and 12 th of May 2026



Job Description

Curatorial / Exhibitions Organisation (both roles)

- Support the Programme Team in all aspects of the research, preparation, delivery, production, installation, maintenance and de-installation of the Biennial exhibitions and year-round programme of talks, events, publishing and research.
- Assist the Programme Manager and Co-Curators to ensure that select festival commissions and all aspects of the Public Programme are integrated and delivered on time and within budget.
- Support the Programme Manager and Curator of Learning to ensure all artworks and events are made as accessible as possible, organising additional access provision where appropriate and exploring how to embed creative access into projects with artists at early stages of projects.
- Represent Liverpool Biennial at public events, meetings and networking events, and lead curatorial tours or talks throughout the festival.
- Liaise with all Biennial departments to ensure a smooth, consistent flow of information.
- Be main point of contact for select artists and their representatives, and liaise with arts institutions, funders and other key stakeholders regularly.

Administration (both roles)

- Arrange accommodation, travel and per diems for select visiting artists, participants or contractors. Set up meetings and prepare welcome packs for artist visits and host them when they're in the city.
- Liaise, communicate, convene, attend and record meetings.
- Organise and attend site visits and research trips.
- 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.
- Draft, file and administer service contracts with artists, suppliers, contractors and other participants, and with non-partner venue sites.
- Maintain and update contacts on the Liverpool Biennial database and support Development team with compiling guest lists for events and openings.
- Prepare and regularly update checklists and timelines.
- Support with copy-editing and sign-off processes for artist information and interpretation and support the Marketing team in the development of marketing campaigns by providing up-to-date project information.
- Provide information, including research reports or project proposals, to enable the Development team to research, identify and secure funding streams for participants in the exhibition and year-round programme.
- Support in the writing of risk assessments and ensure that health & safety and safeguarding considerations are implemented.
- Ensure that sustainability is prioritised throughout planning and delivery of all exhibitions and events.

Other duties (both roles)

- Manage trainees, interns and freelance employees as well as supervise departmental work placements where appropriate.
- Attend training and professional development opportunities as required.
- Work within the context of Liverpool Biennial's Equity, Diversity and Inclusion policy, Code of Conduct, Health & Safety Policy, Sustainability policy, Safeguarding and other policies in delivery of internal and external service and treatment of colleagues, partners and participants.
- Work occasional evenings and weekends as necessary, taking this as Time Off in Lieu (to be agreed in advance with the Programme Manager).
- Other duties as required, commensurate with the nature and responsibility level of the role.

Curatorial / Exhibitions Organisation (Production role)

- Work with the Programme Team and in particular the Programme Manager, to coordinate and liaise with the partner venues as well as contractors employed to deliver aspects of the Biennial exhibition and year-round programme.
- Monitor, evaluate and report effectively on all Production matters against agreed objectives, using insights to inform future action.
- Support the Curator and Programme Manager in planning and designing of exhibition layouts.
- Booking & overseeing technical staff, contractors, and equipment hire.
- Oversee exhibition and artwork maintenance during the festival.
- Advocate for Sustainable practice by inputting into Liverpool Biennial's Sustainability policy and action plan, and by ensuring it is adhered to across all elements of programme delivery including artwork fabrication, shipping and install.

Curatorial / Exhibitions Organisation (Public Programme role)

- Oversee the delivery of in-person and digital public programmes, working closely with the Co-Curators and Programme Manager to devise and deliver a diverse range of talks, workshops, screenings and events for key audiences across multiple venues.
- Oversee the delivery of select festival commissions, projects and loans, including live and digital works and commissions involving participation.
- 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.
- Contribute to the delivery of Biennial publications such as festival catalogue and online research journal Stages where necessary.

Person Specification

Essential

- Minimum 3 years in contemporary art curation, production or administration
- Demonstrable experience of simultaneously managing multiple projects and budgets
- Proficiency in Microsoft Office Suite, in particular Word and Excel
- Excellent communication skills, written and verbal, with the ability to adapt to different situations 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 practical experience of improving access for those from protected characteristic groups
- Demonstrable commitment to environmental sustainability
- Ability to obtain an enhanced DBS certification
- **(Production role)** Knowledge of Health and Safety risk assessments for arts venues and off-site projects
- **(Public Programme role)** Experience of organising online, digital or hybrid programmes

Desirable

- 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
- Experience of working in an international environment
- Experience of contributing to, or producing, publications
- Experience of working with Children and Young People and an understanding of Safeguarding
- Line-management experience
- Knowledge of Liverpool City Region, and Liverpool Biennial
- Use of design software such as SketchUp
- Art handling / condition checking experience

How To Apply

**THE CLOSING DATE FOR APPLICATIONS FOR THIS ROLE IS
SUNDAY 19 APRIL 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. **Please upload this to the additional files section.**
- 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 5th & 12th May 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 at jade@biennial.com.



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