

Liverpool Biennial



Deputy Director

Deadline to apply: 3 May 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

This is a pivotal leadership role within one of the UK's leading contemporary arts organisations, offering the opportunity to shape the strategic and operational future of Liverpool Biennial at an exciting moment of development and ambition for the organisation. Liverpool Biennial's core values lie in its ambition to become a 'Biennial for Everyone', increasing access to contemporary art as a place for connection, learning and creativity. The Deputy Director will be responsible embedding these values within the effective operational, financial, and governance management of Liverpool Biennial.

The role provides strategic and operational oversight across the whole organisation including finance, IT, HR and governance. We are also looking for experience or expertise in at least one of the following areas: development and fundraising, commercial partnerships within an arts organisation context, or marketing and communications.

The Deputy Director will work both internally with the team and Board and also act as a key representative of the Biennial with local, national and international funders and stakeholders, so we are looking for a confident and personable advocate.

We are a small organisation with a huge output that prides itself on being agile and supportive. This means that staff at all levels of the organisation work on both strategy and hands on delivery. For example, the Deputy Director will be happy to move from working on political advocacy for the organisation and sector, to stepping in to welcome visitors to a festival venue to support our front of house team.

Location	Liverpool Biennial Offices, 55 New Bird Street, L1 0BW
Reports to	Director
Responsible for	Head of Finance, Operations and Administration Assistant, HR Support Manager, HR Consultant, Front of House Manager. Dependent on experience the role may also include management and oversight of Development and Fundraising and/or Marketing and Communications.
Department	Executive
Contract	Full-time, Permanent
Salary	£51,058 - £54,015 dependent on experience
Hours	37.5 hours per week
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 to apply	Sunday 3 rd May, 11.59pm
URL to apply	https://jobs.recruit.charliehr.com/biennialliverpool/deputy-director/view-job?q=desc
Interview	In person in Liverpool on 19 th May 2026



Job Description

Leadership and Strategy

- With the Director, Senior Management Team, Chair and Board work to offer leadership, direction and innovation to the organisation, aligning with our aspiration to become 'A Biennial for Everyone'.
- Contribute to the development and delivery of the Biennial's vision, values, organisational strategy and business plan which reflects the ambition and potential of the organisation while ensuring financial and organisational sustainability through clear accountability and delivery.
- Provide leadership across teams, fostering a culture of collaboration, equity, transparency, inclusion and excellence.
- Act as Deputy to the Director, deputising as required internally and externally.

Governance

- Lead on governance frameworks and ensure best practice in charity governance.
- Work closely with the Chair and Board of Trustees to ensure effective oversight, reporting, and compliance with statutory duties.
- Co-ordinate, review and oversee all Board communications including Board Papers and meetings, sub-committees, away-days and training.
- Support Board recruitment, induction, training, and development.
- Ensure compliance with Charity Commission and Companies House requirements.

Finance & Resource Management

- Oversee financial strategy, planning, and sustainability.
- Lead the annual budgeting process and long-term financial forecasting.
- Monitor financial performance, cashflow, and risk management.
- Ensure robust financial controls and reporting in line with audit and regulatory standards.
- Support fundraising strategy in collaboration with the Director and Development team.

Arts Council England & Funder Relations

- Lead on compliance and oversight of reporting with National Portfolio Organisation requirements from Arts Council England and Liverpool City Council.
- Ensure timely submission of funding agreements, reporting, monitoring data, and investment principles alignment.
- Build and maintain strong relationships with our ACE Relationship Manager and other funders.
- Contribute to funding applications and strategic investment cases.
- Lead on monitoring and evaluation across the organisation.

Operations & Risk Management

- Oversee operational delivery across festival and year-round programmes.
- Ensure effective policies, procedures, and systems are in place and regularly reviewed.
- Lead organisational risk management processes and maintain the risk register.
- Ensure health & safety, safeguarding, and insurance compliance are up to date and best practice
- Oversee IT infrastructure and data management systems.
- Ensure the company meets its sustainability objectives and implements best practice.

Compliance & GDPR

- Ensure full compliance with relevant legislation including charity law, employment law, and data protection regulations.
- Act as Data Protection Lead, ensuring best practice in line with UK GDPR and Data Protection Act requirements.
- Oversee policy development and organisational training to maintain compliance.

Human Resources & Culture

- Lead on HR strategy, policies, and best practice.
- Oversee recruitment, performance management, professional development, and staff wellbeing.
- Champion equity, diversity, and inclusion across all organisational activity.
- Support senior managers in team leadership and workforce planning.

Stakeholder & Partnership Engagement

- Represent the Biennial with civic leaders, cultural partners, artists, funders, and stakeholders locally, nationally, and internationally.
- Develop and maintain strategic partnerships that strengthen the organisation's impact and profile.
- Act as an ambassador for the Biennial within the cultural sector.

Person Specification

Essential

- Significant leadership experience within the arts, cultural, charitable or other relevant sector.
- Strong understanding of charity governance, GDPR and other compliance and regulatory frameworks.
- Demonstrable financial management expertise, including budgeting and strategic planning.
- Experience working with publicly funded organisations, ideally within an NPO context.
- Strong people management and organisational leadership experience.
- Strategic thinker with the ability to translate vision into delivery.
- Confident and persuasive communicator, skilled at building partnerships and influencing senior stakeholders.
- Demonstrable success in leading at least *one* of the following areas: development and fundraising, commercial partnerships within an arts organisation context, or marketing and communications.

Desirable

- Experience working with large-scale festivals or visual arts organisations.
- Experience reporting to and working with a Board of Trustees.
- Understanding of Liverpool's cultural ecology.
- Experience of site and building management.
- Knowledge of national arts policies, networks and context.
- Experience of working with artists and an interest in contemporary visual arts.
- Knowledge of right to work in the UK and work visas.

How To Apply

**THE CLOSING DATE FOR APPLICATIONS FOR THIS ROLE IS
SUNDAY 3 MAY 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 Tuesday 19th 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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Photography by Mark McNulty

