

Liverpool Biennial



Access Liaison Officer

Deadline to apply: 23 August 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

Welcoming

Thought-provoking

Diverse

Fun



About the Role

The Access Liaison Officer will work across Liverpool Biennial 2027 to support artists, audiences, colleagues and partners to embed principles of inclusion, accessibility and care throughout the planning and delivery of the festival.

Working with and supporting artists and audiences who are Disabled, d/Deaf, neurodivergent and/or living with long-term health conditions, the postholder will bring additional expertise and capacity to Liverpool Biennial as we continue working towards becoming a Biennial for everyone.

The role has been designed to develop alongside the festival to enable accessibility to be embedded from the earliest stages of development across organisational planning, artistic projects, partnerships and audience experience. Working collaboratively across all departments and with external stakeholders, the Access Liaison Officer will support colleagues, artists and partners to identify and realise opportunities for accessible and inclusive practice.

The Access Liaison Officer will lead on the accessibility of the festival, ensuring appropriate provision is available across exhibitions and events, that access information is communicated clearly and consistently, and that opportunities for creative and embedded approaches to access are encouraged and delivered.



Working with the Team

The Access Liaison Officer is based within Liverpool Biennial's Programme Team, which 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 with our Co-Curators for Liverpool Biennial 2027, Aimee Harrison and Lucía Sanromán, and with colleagues, partners and artists across the city. While based within the Programme Team, the Access Liaison Officer will work closely with colleagues across the organisation and play an important role in connecting and supporting accessibility initiatives across departments.

Key Information

Location	Liverpool Biennial Offices 55 New Bird Street, L10BW
Reports to	Curator of Learning
Responsible for	n/a
Department	Programme
Contract	Fixed term from October 2026 to 31 October 2027 (aligned with Liverpool Biennial 2027 programme delivery)
Salary	£29,545 FTE, pro-rata
Hours	3-days per week
Holidays	25 days per annum for full-time staff in addition to all statutory and public holidays (full-time equivalent), pro rata
Additional Benefits	Wellbeing support through Wellbeing in the Arts
Notice Period	2 months
Deadline to apply	Sunday 23 August 2026, 11.59pm
URL to apply	https://jobs.recruit.charliehr.com/biennialliverpool/access-liaison-officer/view-job?q=desc
Interview	In person in Liverpool on 14th September 2026



Job Description

Accessibility, Inclusion and Organisational Development

- Champion accessibility, inclusion and care across Liverpool Biennial 2027, supporting colleagues, artists, partners and stakeholders to embed inclusive practice throughout planning and delivery.
- Support artists, colleagues and venue partners to develop creative, accessible and inclusive approaches within artistic projects, exhibitions, events and visitor experiences.
- Develop guidance, resources and training that support the effective planning and delivery of accessibility across Liverpool Biennial 2027, informed by research, sector engagement and Disability, accessibility and care practice.
- Contribute to organisational learning and evaluation by documenting, assessing and sharing approaches to accessibility, inclusion and care, identifying recommendations for future editions and sector learning.

Access Planning and Coordination

- Lead on the collection, management and implementation of artist access riders, communicating requirements sensitively on a need-to-know basis.
- Coordinate travel, accommodation and other practical arrangements for Disabled artists, artists with long-term health conditions, artist parents, carers and support workers, ensuring access requirements are met.
- Ensure access requirements are embedded into meetings, site visits, events and project activities, and that relevant information is communicated clearly to colleagues and partners.

Access Provision and Audience Experience

- Lead on the planning, coordination and delivery of access provision across Liverpool Biennial 2027 exhibitions, events and public programmes, working with colleagues, artists, venue partners and suppliers to ensure we work towards being a Biennial for everyone.
- Research, procure and manage access services and physical, sensory and communication access provision, including budgeting and implementation across venues and activities.
- Lead on the development and maintenance of audience-facing access information and resources, including access guides, visual stories and accessible formats such as Easy Read, large print, audio and digital materials.
- Work with the Marketing and Communications team to ensure all audience communications and platforms are accessible and clearly communicate available access provision.

Embedding Accessibility

- Support Liverpool Biennial to embed accessibility, inclusion and care within organisational systems, policies and ways of working, contributing to our ongoing equity and diversity ambitions.
- Work with colleagues across departments to improve internal practices, including recruitment, onboarding, induction, training and staff support.
- Develop and share tools, resources and recommendations that build organisational capacity and confidence around accessibility and inclusive practice.
- Support Liverpool Biennial to identify priorities for future accessibility work, ensuring learning from Liverpool Biennial 2027 informs future editions.
- Attend and contribute to monthly Diversity, Equity and Inclusion meetings alongside colleagues and Trustees.
- Apply learnings made from 2023-2025 to inform access provisions and commitments at Liverpool Biennial 2027

Administration and Compliance

- Maintain accurate and confidential records relating to access requirements, ensuring compliance with data protection legislation, organisational policies and best practice.
- Work in accordance with Liverpool Biennial's GDPR policy to ensure sensitive personal information is collected, stored and managed securely and appropriately.
- Support the administration and monitoring of accessibility-related budgets, quotations, contracts and financial processes.
- Undertake other duties commensurate with the role as reasonably required.



Person Specification

Essential

- Commitment to inclusive practice, with a minimum of two years' relevant experience supporting accessibility, inclusion, learning, participation or project delivery within the arts, cultural or related sectors.
- Confidence communicating with a wide range of people, including colleagues, artists, partners, venues, suppliers and senior stakeholders.
- Experience of coordinating projects, events or programmes involving multiple stakeholders.
- Highly organised, with the ability to plan effectively, manage competing priorities, work to deadlines and develop new procedures and ways of working.
- Knowledge of Access Riders and inclusive practice within arts and cultural settings.
- Commitment to equity and diversity, and to ensuring Liverpool Biennial is representative of its communities and audiences.
- High level of proficiency in Microsoft Word and Excel.
- Some experience in managing budgets and processing invoices.

Desirable

- Proven interest in contemporary visual art.
- Experience of working collaboratively as part of a team.
- Lived experience of Disability.
- Lived experience of caring responsibilities.

How to Apply

THE CLOSING DATE FOR APPLICATIONS FOR THIS ROLE IS
SUNDAY 23 AUGUST 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 hr@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 Monday 14th September 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 us at hr@biennial.com.



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