

Liverpool Biennial



Learning and Programme Assistant

Deadline to apply: 9 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



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.

Our Programme Team primarily manages the art commissions that are exhibited as part of Liverpool Biennial 2027, artist liaison and logistics, and relevant public events relating to the artists and artworks. The Learning Team oversees public learning and engagement activities including workshops, community engagement, socially engaged projects, co-production work, and collaborative art projects. While this role will be line managed by the Curator of Learning, the Learning & Programme Assistant will work across both of these teams at Liverpool Biennial on the delivery of Liverpool Biennial 2027.

The role will primarily help with the planning and realisation of a diverse range of learning and engagement activities, events, and exhibitions as part of our learning programme and public programme. This includes working with partners and artists in order to support new commissions, hybrid events, school and community workshops and the development of online content and resources. The Learning & Programme Assistant will provide in-person support for audiences and artists including facilitation support for learning activity, in addition to working behind the scenes in administrative areas such as booking travel, drafting schedules, and purchasing and organising materials.

Location	Liverpool Biennial Offices, 55 New Bird Street, L10BW
Reports to	Curator of Learning
Responsible for	n/a
Department	Programme
Contract	Fixed-term, full-time until 31 October 2027
Salary	£26,228
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
Additional Benefits	Wellbeing support through Wellbeing in the Arts
Deadline to apply	Sunday 9 August 2026, 11.59pm
URL to apply	https://jobs.recruit.charliehr.com/biennialliverpool/learning-programme-assistant/view-job?q=desc
Interview	In person in Liverpool on 7th September 2026



Job Description

- Work with Liverpool Biennial team to understand, administrate and communicate the Exhibition, Learning and Public Programme including information on our artist projects, learning activities, our different audiences and our organisational aims.
- Support the development and delivery of learning and engagement activities for schools, community groups and other audiences, including preparing materials and coordinating bookings
- Support the planning and installation of exhibitions across multiple different venues through administrative support and by being a 'runner', which involves helping with various tasks including researching, sourcing and buying materials. This will involve working within a range of different sites from traditional galleries to disused warehouses and buildings.
- Prepare, distribute and maintain learning materials, resources and educational tools, and collaborating with internal teams to ensure that partners, sponsors/funders are appropriately credited on all communications.
- Provide administration and production support for exhibition installation, public programme and learning events and projects. This will include researching, scheduling, generating invitation lists, artist and venue liaison, 'on the day' facilitation (such as registration, ushering, stage management)
- Various administrative tasks including supporting on risk assessments, condition reporting, health and safety considerations and event management.

Job Description

- Budget administration such as logging expenditure, reconciling receipts, creating purchase orders and processing invoices.
- Book artist travel and accommodation and administer per diems, as well as creating schedules for their trips and hosting them when they are here in Liverpool.
- Assist with maintaining relationships with education, community and cultural partners.
- Supporting on artwork maintenance duties, which may include attending exhibition venues regularly to check on and attend to art works, and responding to last-minute requests or issues flagged from our Front of House team.
- Regular updating and saving contacts to our CRM. Build and maintain data on local and national audiences and stakeholders, including community groups and organisations, to ensure we are maximising our reach and engagement, and to develop better communication and relationships with these groups moving forward.
- Support the evaluation of LB2027 by record keeping, evaluating and participant information gathering / data collection, including completion of evaluation and feedback forms with stakeholders and attendees.
- On occasion, support with Festival Guide duties such as invigilation and running tours.
- Understand, uphold and prioritise Liverpool Biennial values, policies and reporting responsibilities including Safeguarding, Environmental Sustainability and Diversity, Equity and Inclusion, attending training where appropriate
- Other administration and production support where needed across the Learning and Programme team.

Person Specification

Essential

- Demonstrable experience of working on, managing or delivering events or exhibitions (This could be your own projects, or projects within a workplace or education setting).
- Strong creative approach to work and interest in developing ideas collaboratively, working across teams and using initiative to proactively identify opportunities and solutions.
- Demonstrable ability to thrive within a team environment and build trust and rapport quickly with external partners.
- Ability to confidently host and facilitate groups (within learning activities / workshops, meetings or other relevant settings) with demonstrable ability to engage a range of audiences
- Excellent verbal and written communication skills, and ability to adapt communication to suit different audiences
- Good time management skills, with the ability to prioritise multiple tasks during busy periods and adapt to changes.
- Good admin/IT skills, including all Microsoft Office programs and ability to learn other software programs quickly.
- Commitment to Equity, Diversity, and Inclusion.
- Commitment to Environmental sustainability and responsibility.
- Enhanced DBS certification (or the ability to obtain such).

Desirable

- Experience working in the arts/heritage/visitor attraction/tourism sectors. This can include voluntary work or education placements.
- Experience of facilitation, teaching, or other relevant experience (e.g. public speaking or performing)
- Experience working with people from a wide variety of backgrounds with ability to engage a range of audiences with contemporary art & culture, including children, young people and community groups.
- Knowledge of the Liverpool arts community.
- An understanding of, or training in Health and Safety, First Aid, Safeguarding and Accessibility.
- Knowledge of, and passion for contemporary art.
- Experience of youth engagement work and / or co-production.

How to Apply

THE CLOSING DATE FOR APPLICATIONS FOR THIS ROLE IS
SUNDAY 9 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. (Please note we are unable to consider applications that do not include a separate supporting statement)
- 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 7th 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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Photography by Mark McNulty

