

Liverpool Biennial



Assistant Curator (Registrar & Logistics)

Deadline to apply: 8 November 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

Taking place 5 June – 12 September 2027, the 14th edition of Liverpool Biennial will be informed by perspectives and experiences of childhood and youth in Liverpool and across the world. It is co-curated by Aimee Harrison and Lucía Sanromán and will present the work of 25 artists working in venues and public spaces across the city.

The Assistant Curator (Registrar & Logistics) is a key staff member within the Programme Team, providing organisational and administrative support across the delivery of Liverpool Biennial 2027.

The role has particular responsibility for artwork logistics and care, including loans, condition checking, shipping, insurance and artwork records. The postholder will work closely with artists, lenders, galleries, shipping agents, venues and internal teams to ensure artworks are properly documented, transported, installed and cared for.

The role will also support the development and delivery of the Liverpool Biennial 2027 publication, working closely with the Co-Curators and other colleagues.

Location	Liverpool Biennial Offices, 55 New Bird Street, L10BW
Reports to	Programme Manager
Responsible for	Interns
Department	Programme
Contract	Fixed-term, full-time until 31 October 2027
Salary	£27,837 - £29,108
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
Notice Period	One Month
Deadline to apply	Sunday 8 November 2026, 11.59pm
URL to apply	https://jobs.recruit.charliehr.com/biennialliverpool/assistant-curator-registrar-logistics/view-job?q=desc
Interview	In person in Liverpool on 30 November 2026

Job Description

Artwork Registration, Logistics & Care

- Manage and coordinate artwork loans, acting as a key point of contact for artists, lenders, galleries and venues, ensuring agreements, information and documentation are completed and kept up to date.
- Lead on artwork registration and condition checking, ensuring a robust and clear procedure is in place to maintain accurate records of artworks, locations, dimensions, values, condition and installation requirements.
- Coordinate with the Programme and Production teams and Biennial venue partners to ensure artwork schedules, installation requirements and care information are clearly communicated.
- Support the installation and deinstallation of artworks, including resolving logistical and artwork-care issues as required.
- Act as lead liaison for a selection of artists and provide artist support and hosting during visits to Liverpool.

Shipping, Customs & Insurance

- With the Production Services provider, coordinate national and international artwork shipments in collaboration with shipping agents, artists, lenders and venues.
- Maintain accurate shipping information and documentation, including artwork details, packing requirements, customs paperwork, CITES permits and other relevant documentation.
- Liaise with shipping agents and contractors to coordinate schedules, consolidated shipments and sustainable approaches to transportation and packaging.
- Support the administration of artwork insurance, including maintaining accurate values, locations and insurance information.
- Keep shipping and insurance expenditure records up to date, supporting procurement, purchase orders and invoice processing.
- Keep up to date with relevant customs, taxation and import/export requirements and flag issues or risks to the Programme Manager and Production Manager.

Job Description

Publications

- Work with the Co-Curators to coordinate the development and delivery of the Liverpool Biennial 2027 publication, maintaining schedules, deadlines and communication with contributors and suppliers.
- Support the Learning team on the coordination and delivery of the Children's Guide, including liaising with designers and printers.
- Liaise with writers, artists and other contributors, including issuing briefs, agreeing fees and managing deadlines.
- Liaise with and contract invited writers, artists and other contributors, including issuing briefs, negotiating fees and managing deadlines.
- Coordinate image and text permissions and licencing and support the copyediting and proofreading process.
- Liaise with the Marketing Team, designer, printer and other suppliers to support production, printing and distribution, maintaining the publication budget and associated financial records.

Programme and Finance Administration

- Support the organisation of artist travel, accommodation, per diems and visas where required and prepare schedules and information for their visits.
- Monitor and maintain specific programme budgets and process estimates, purchase orders and invoices in accordance with Liverpool Biennial procedures.
- Maintain and update contacts on the Liverpool Biennial database and support Development team with compiling guest lists for events and openings.
- Attend and contribute to meetings, taking notes and following up actions as required.
- Supporting the Marketing Team by drafting, collating and copy-editing artist and project information for announcements, website, press packs, interpretation, and Guide where required.

Job Description

General

- Supervise interns and departmental work placements as required.
- Attend training and professional development opportunities as required.
- Work within the context of Liverpool Biennial's Equality and Diversity policy, Code of Conduct, Sustainability policy and other policies.
- Represent Liverpool Biennial at public events, meetings and networking events where appropriate.
- Work occasional evenings and weekends as necessary, taking this as Time Off in Lieu (to be agreed in advance with your line manager).
- Undertake any other duties commensurate with the nature and responsibility level of the post.

Person Specification

Essential

- Minimum 3 years in contemporary art curation, production or administration, with demonstrable experience of coordinating multiple projects, budgets and deadlines
- Experience of managing or supporting the movement and handling of artworks, including national and/or international shipping and experience of contributing to, or producing, publications
- Experience of working with artists, galleries, lenders, venues and/or other external partners.
- Excellent organisational and administrative skills, with strong attention to detail and the ability to maintain accurate records, With proficiency in Microsoft Office, particularly Word and Excel
- Excellent written and verbal communication skills and the ability to develop productive relationships with a wide range of people and partners. Ability to work calmly and effectively under pressure and respond to changing priorities and deadlines
- Commitment to Equity, Diversity and Inclusion
- Commitment to Environmental Sustainability and Responsibility

Desirable

- Experience of international artwork shipping, customs and import/export procedures, including knowledge of UK visa and international travel requirements.
- Knowledge of artwork registration, condition reporting, insurance and/or collections care.
- Knowledge of Health & Safety and safeguarding risk assessments in arts and cultural settings.
- Experience of working outside a traditional gallery or museum environment, and/or knowledge of Liverpool City Region and/or Liverpool Biennial.
- Editorial and/or copywriting experience.

How to Apply

THE CLOSING DATE FOR APPLICATIONS FOR THIS ROLE IS
SUNDAY 8 NOVEMBER 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. In certain recruitment situations, such as a high number of applications, we may need to limit the overall number of interviews offered to both disabled and non-disabled candidates and will select the candidates who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.

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 30th November 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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