



Liverpool Arab
Arts Festival

Work with us

We are seeking to recruit an **Administrator** to join our small ambitious team. The role will be instrumental in maintaining and building upon our administration systems, tasks and processes to ensure the smooth, efficient and effective running of our business.

Working individually and as part of a team, the post will support with a wide range of office, events and project administration tasks. You will often be the first point of contact handling communications with partners, audiences and funders. This is an exciting role for someone who is comfortable in working with the public, who is a great communicator, well organised and able to meet multiple deadlines in a fast-moving environment where no two days are the same.

You will operate as the first point of contact communicating with our audiences, funders, partners and Artists from the UK, Arab region and Arab Diaspora. The Administrator will play a key role in the advancing of artists, booking venues, hotels, travel and invoicing and supporting the planning and delivery of events and projects. The Job Description and Specification sets out the full role requirements.

If this sounds like you and believe you have the skills and experience to fulfil the role, we would love to hear from you.

Diversity, Access and Inclusion

Liverpool Arab Arts Festival is committed to building the diversity of its core team to be more representative of the communities it serves, and to increase opportunities for people who are currently underrepresented in our industry.

We encourage applications from candidates of Arab and SWANA (South West Asia and North Africa) backgrounds, those who self-identify as Black, Arab, Afro-Arab, Indigenous or Person of Colour D/deaf and or disabled candidates, Neuro-divergent candidates,

Candidates from working-class backgrounds, LGBTQIA+ candidates to apply as these groups are underrepresented within our industry nationally.

Important Dates

Closing date for all applications: 10am, Thursday 18th May 2023

Interviews will be held Thursday 1 June 2023 at a fully accessible venue.

If you have any question regarding the post, email questions to admin@arabicartsfestival.co.uk and we will respond.

About Liverpool Arab Arts Festival

Our Mission

LAAF creates a platform that engages, challenges and educates communities about Arab arts and heritage, locally and globally.

Our Vision

To keep Arab arts, culture and heritage alive.

Liverpool Arab Arts Festival (LAAF) is an outstanding model of how celebrating Arab arts and culture challenges prejudice and fosters understanding between people. The organisation was founded in 1998 by Taher Qassim and members of Liverpool's long-standing Yemeni community. Their aim was to increase awareness and appreciation of Arab culture by bringing creative participatory workshops and showcases of authentic Yemeni culture into Liverpool schools. Local children were introduced to authentic Arab music, language, dancing and dress, often for the first time. This participatory and celebratory ethos continues to drive LAAF today.

LAAF has since grown to achieve national significance as the UK's longest running, most successful annual Arab arts and cultural festival. For many years, LAAF provided one of the few prominent platforms for Arab artists and creatives to present their artistic works to mainstream audiences and arts professionals in the UK and beyond.

LAAF creates a platform that engages, challenges and educates communities about Arab arts and heritage, locally and globally. We seek to bring diverse groups of people together, and to increase the public's knowledge and understanding of Arab culture and its people, while challenging and changing perceptions. The festival's scope and ambition has grown significantly in recent years, whilst maintaining a strong and impressive track record of delivery.

Education and learning opportunities continue to play a key role in LAAF's work. Our work has engaged many Arab and non-Arab participants of all ages. We deliver Arab artist-led workshops in diverse community and mainstream educational settings, thus enabling local people to meaningfully engage with the festival. Over the years, LAAF has established a successful record of cultivating underrepresented Arab creative talent, in Liverpool and beyond, by providing essential early career support that allows artists to flourish as creative practitioners. Many artists who started at LAAF have become internationally recognised artists. This work helps to demonstrate pathways to forging creative careers for young Arabs in the UK.

For more information visit www.arabartsfestival.com

Cover image credit: LAAF Family Day 2022 courtesy of Andrew AB Photography