Assistant Curator (Maritime Museum)

RECRUITMENT PACK

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Assistant Curator (Maritime Museum)

Directorate	Collections & Research
Department	Maritime Museum Curatorial
Reporting To	Project Curator (Maritime Museum)
Salary	£28,896 per annum
Contract	Fixed term until 31 December 2027
Working Hours	37 hours per week
Probation Duration	6 months
DBS Check Required	Basic
Holiday Entitlement	30 days plus public holidays
Location	Liverpool (Hybrid)
Closing Date & Time	Thursday 26 November 2026 at 12 noon
Interviews	Week commencing 7 December 2026

About the Role

The *Two Museums One Vision* project is an exciting development for National Museums Liverpool and will play a significant role in the organisation's 10-year masterplan to reimagine Liverpool's iconic waterfront. Working alongside our communities, we are reimagining and reinterpreting the collections of the Maritime Museum and International Slavery Museum, creating new galleries and new ways to explore our collections and the city's histories.

As Assistant Curator (Maritime Museum), you will play a central role in creating a high-quality visitor experience and helping to shape new galleries that explore Liverpool's rich maritime stories. Working as part of the Maritime Museum Curatorial team, you will document, record and update collections information, providing this to gallery designers and the wider project team. You will also work closely with colleagues across National Museums Liverpool and community partners to develop content for the museum's new galleries.

This is a unique opportunity for someone with passion, energy and dedication to join a major transformation project. In a role that is central to developing the new Maritime Museum, you will help build meaningful relationships with communities and support the creation of engaging and inclusive gallery experiences.

This project is generously supported by The National Lottery Heritage Fund, with thanks to National Lottery players.

Key Responsibilities

- Document and record collections information, improving the quality of museum records and providing content and research material for Curatorial and Conservation teams and the project’s gallery designers.
- Arrange requests for conservation work and collections transport.
- Support senior curatorial staff in the development of content for the new galleries.
- Work with Digital colleagues to develop content for web platforms and gallery displays.

- Work with Engagement and Curatorial teams to support community stakeholder events.
- Research collections using physical and online archives.
- Research images, film and other appropriate media for use in the new displays.
- Respond to offers and support the management of new and retrospective acquisitions to the maritime history collections, under the guidance of senior curatorial colleagues.

You'll Be Expected To

- Adhere to the standards expected of all public services as defined by the HM Treasury publication "Managing Public Money". Those standards are honesty, impartiality, accountability, openness, accuracy, reliability, transparency, objectivity, integrity and fairness.
- Assist in developing and implementing our commitment to Equality, Diversity & Inclusion and promote non-discriminatory practices in all aspects of work.
- Continue to grow your knowledge and skills through the undertaking of professional development, which is established with your manager through an annual performance development review.
- Fully understand and adhere to all of National Museums Liverpool's policies, procedures and guidelines in your day-to-day work**,** including Security, Health & Safety, Equality & Diversity and Safeguarding. You will also actively uphold the Museums Association Code of Ethics**.**
- Perform additional duties from time to time, as required.

People Management

- No people management responsibilities.

Impact & Influence

- Contribute to the development of new galleries and visitor experiences within the Maritime Museum.
- Support the delivery of high-quality curatorial, collections management and research activities.
- Help ensure collections information is accurate, accessible and available to support gallery development and public engagement.

Decision Making

- Make routine decisions relating to collections documentation, research and information management within established procedures.
- Identify and escalate complex collections, interpretation or documentation issues to senior curatorial colleagues where appropriate.
- Apply professional judgement when assessing collections information and supporting acquisitions activity.

Communication & Networking

- Work collaboratively with colleagues across National Museums Liverpool, including Curatorial, Conservation, Digital and Engagement teams.

- Liaise with museums, archives, heritage organisations and other external partners, as required.
- Build positive relationships with community stakeholders and support engagement activities linked to gallery development.

Resource Management

- Maintain accurate records within collections management systems and associated databases.
- Use project resources, collections care materials and equipment appropriately and safely.
- Support the efficient use of collections, research materials and project resources.

Experience & Knowledge

- Experience of working in a museum, heritage or collections setting, including collections documentation, research, interpretation and collections management activities.
- Experience of handling and packing museum collections.
- Knowledge of collections management principles and museum documentation standards.

Skills

- Strong attention to detail and accuracy.
- Collection handling and object care skills.
- Strong research and information-gathering skills.
- Good written and verbal communication skills.
- Proficient in using Microsoft Office 365 applications, including Teams, Word, Outlook, Excel and PowerPoint.

Behaviours & Competencies

- Demonstrates a genuine interest in maritime history, museums and collections.
- Works collaboratively with colleagues, community stakeholders and project partners.
- Takes an organised and proactive approach to work, managing competing priorities effectively.
- Adapts positively to changing priorities and project needs.
- Demonstrates a commitment to inclusive practice and engaging with diverse audiences and communities.

Additional Information

- Location: Hybrid working – including both the use of in-venue hot desking and meeting facilities in Liverpool City Centre and working from home.

We work in line with the Disability Confident scheme and are committed to actively promoting and implementing equality of opportunity in all that we do. We value diversity and treat everyone fairly and equally. We ensure our recruitment process is inclusive and accessible, and we welcome applications from all backgrounds. We

support our staff through unexpected life changes by providing an Employee Assistance Programme and reasonable adjustments that enable continued employment.

This job description is intended as a guide to the nature of the work required of the prospective employee. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may be required in the future.

Employee Benefits

- Civil Service Pension Scheme
- 35% staff discount in all our Cafés
- 25% staff discount in all our Shops
- Employee Assistance Programme
- Employee Recognition Schemes (including a Good Deed Feed)
- Employee Benefits Portal: High Street discounts, retailer discounts, locally negotiated discounts, Cycle to Work Scheme, Travel Loan Scheme, Eyecare Scheme and Smart Pay Scheme
- Access to The Charity for Civil Servants
- Access to the Civil Service Sports Council (CSSC)
- Comprehensive training and development
- Recognition of two Trade Unions

Staff Groups & Committees

- Equality Diversity & Inclusion (EDIG)
- Global Ethnic Majority (GEM)
- Disability & Mental Health
- Emeriti
- LGBTQ+
- THRIVE Engagement
- Ethics
- Environmental & Sustainability Taskforce

How to Apply

If you're still interested in becoming part of National Museums Liverpool, then what are you waiting for? You can apply for this role through our online recruitment platform before the closing date.

Don't forget to provide an up-to-date CV along with a supporting statement completed within the application form that outlines why you're suitable for this role – highlighting relevant experience, knowledge and skills in response to the requirements set out in the recruitment pack above.

If you require an alternative method of application, or assistance with our online recruitment platform, please contact the People Team at Recruitment@liverpoolmuseums.org.uk.

Candidates who have concerns about the recruitment or selection process, including potential breaches of our policy or issues relating to fairness, accessibility, safeguarding or conduct, should raise these with the People Team in the first instance via the email address above. Concerns will be handled sensitively, reviewed promptly, and responded to in line with National Museums Liverpool's commitment to fair and transparent resourcing practices. Where appropriate, matters may be escalated in accordance with our wider governance and safeguarding procedures.

Get to Know Us

Our people are at the heart of National Museums Liverpool, and each employee makes a difference every day. Together we create memorable experiences for everyone and challenge expectations.

We pride ourselves on being a place for everyone, where we can be our true selves in a supportive environment and do our best work. We are always aiming higher, aspiring to be more representative of the communities we serve. Through our people, we are building a culture that embeds trust, respect and inclusion, helping us to evolve as an organisation every day.

With seven extraordinary museums and galleries housing and caring for over 4 million objects of international importance, exciting exhibitions, exquisite events and imagination-inspiring learning, we are certainly never dull. We hold in trust and safeguard some of the world's greatest museum collections, which are universal in their range – covering everything from archaeology and ethnology to natural and physical sciences, fine and decorative arts, maritime, social and industrial history.

Whether you work in our shops and cafés, at our events, in our visitor experience, engagement, producing and communicating teams, or curating and caring for our collections, you can be sure of an interesting, engaging and encouraging environment in which to thrive and be proud.

You should find everything you need in this recruitment pack to help you decide whether you share our values and possess the right skills, experience and knowledge to be successful in this role. Don't forget to explore liverpoolmuseums.org.uk, where you'll find a whole host of other information that will help you discover more about who we are and what we do.

We look forward to receiving your application.

Laura Pye
Director

Mission

To create memorable experiences, for everyone, challenging expectations.

Vision

National Museums Liverpool is a group of very different and wide-ranging museums and galleries. Established more than 150 years ago as a complement and counterbalance to the museums in London, it was brought together in 1986 as a nationally funded group, as a symbol of hope and regeneration and because of the global importance of our collections.

We are seven exceptional museums and galleries, sharing important stories from ancient times to today through our more than four million objects.

As an organisation we are **Welcoming**, **Honest** and **Educational**, and as a team we are **Trustworthy**, **Respectful** and **Inclusive**.

By 2030, we want to be the best museum "league" in the world. A league recognised as the best of the best—like the Champions League, the NFL, or the Premiership—we want our museums and galleries to be places that everyone wants to see and that all stakeholders want to be associated with. In our buildings and online, we will have world-class displays and engagement programmes that make everyone feel welcome. "Off the pitch", our world-class collections and colleagues will be supported to be their best and given great facilities. We will embrace the fact that each "team" in our league is unique, with its own fan base and individual stars. Collectively, we want to be a league that all museums will aspire to be part of and that is recognised externally as a leading example.

In delivering this vision by 2030...

- we will have the most representative audience and colleague profiles within the museums sector in the UK.
- we will engage over ten million people each year: more than four million visitors to our museums and galleries and a further six million through digital engagement, touring exhibitions and outreach.
- we will be a place where people want to work, are happy to work and proud to work together.
- we will generate over £50,000 a day, more than half our turnover, through commercial business, grants and gifts.
- we will ensure that we provide great facilities to look after our valuable collections and colleagues, with accommodation fit for the next 30 years.
- we will encourage all schools in the Liverpool City Region to visit at least one of our museums and galleries each year.
- we will celebrate the unique identities and collections of our museums and galleries, play to their strengths and delight their different audiences.
- we will be recognised as a valued leader of cultural and economic growth for the city, the city region and the north of England, and as one of the world's finest museum groups.

Aims

To achieve our mission and vision we will focus on six strategic aims:

- Be more representative
- Be more self-sufficient
- Provide memorable experiences
- Partner and influence
- Engage and empower
- Be more sustainable

We recommend reading our Strategic Plan to find out more about our ambition.

Useful Links

- Our Story
- Our Venues
- Strategic Plan & Annual Performance
- Senior Staff
- Board of Trustees
- RESPECT Group
- Partnerships
- Reports & Policies