Assistant Curator
(Living Centres)
RECRUITMENT PACK

Contents

1. Key Job Information 3
2. About the Role 3
3. Duties and Responsibilities ..... 3 - 6
4. Employee Benefits 7
5. How to Apply 7
6. Get to Know Us 8
7. Our Mission, Vision and Aims 9

Assistant Curator (Living Centres)

Directorate	Collections & Research
Department	Living Display Centres
Reporting To	Curator (Living Centres)
Salary	£17,337 per annum (£28,896 pro rata)
Contract	Maternity Cover (Fixed term for 1 year or until the post holder returns, whichever is sooner)
Working Hours	22.2 hours per week
Working Pattern	Tuesday, Wednesday and Thursday, with occasional weekends
Probation Duration	6 months
DBS Check Required	Enhanced
Holiday Entitlement	30 days plus public holidays (pro rata)
Location	Liverpool (World Museum)
Closing Date & Time	Thursday 3 December 2026 at 12 noon
Interviews	Week commencing 7 December 2026

About the Role

As Assistant Curator (Living Centres), you will deliver a range of visitor experience activities relating to animal husbandry, including school workshops, early years and baby sessions, and behind-the-scenes tours. You will lead on the legally required identification, interpretation and educational signage throughout the galleries. This includes liaising with illustrators to obtain scientifically accurate identification images, working with design specialists, and writing and editing content.

The role will also involve coordinating conservation activities, such as local beach cleans and off-site fieldwork. You will work with colleagues across the Living Display Centres team to develop the collection in line with our responsibilities as full British and Irish Association of Zoos and Aquariums members and our Collection and Development Plans.

To be successful in this role, you will be highly organised, as the position combines both animal care and visitor engagement responsibilities. You will develop and deliver a range of school sessions, public events and paid-for experiences related to the collection, coordinating these alongside existing bookings and animal management duties. Occasional involvement in animal management activities, including tank maintenance, feeding, enrichment and live food cultures, will also be required.

Key Responsibilities

- Manage the timetable of education and public programme events, coordinating these with the Box Office team, ensuring all advertising, ticketing and pricing for public events are correct both online and in venue.
- Use the Ticketure portal to review bookings for all front of house products, carrying out periodic reviews and reports on sales and using this data to modify advertising, pricing and timetabling to maximise sales.
- Ensure all administration related to members of the public entering back of house spaces is in line with organisational policies and completed for each

event, in line with General Data Protection Regulation management, including risk assessments, safety briefs and consent forms.
- Ensure all information related to conservation and education activities is listed on the team rota and any staffing changes needed are carried out.
- Manage the department's local conservation activities, liaising with external stakeholders and internal colleagues from across the organisation.
- Coordinate dry display materials and non-living display items, creating exhibits related to the department's conservation and research work.
- Ensure all legally required signage and animal information is up to date and correct.
- Maintain records and uphold Zoo licensing legal standards.
- Complete all records as assigned, including animal welfare assessments, stock counts and aquatic and terrestrial parameters.
- Assist with animal escape drills, terrapin health check-ins and weight management, welfare assessments, management of on-site spare parts and stores, and site walks and resulting maintenance activities.

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

- Manage all income generation activities within the living centres, including the second most successful tour within National Museums Liverpool.
- Lead on projects associated with your specialism and ensure good communication with the Living Display Centres team.
- Share event planning updates across the team and liaise with the Box Office and Digital teams.
- Ensure that appropriate standards of care and risk management are maintained in line with Living Display Centres organisational policies and procedures, and British and Irish Association of Zoos and Aquariums and Zoo licensing professional standards.
- Ensure exhibitions and public programmes are inspiring and accessible to all visitors and promote positive conservation behaviour change.

- Manage the development of visitor experiences and behind-the-scenes tours that generate income and enhance visitor engagement.
- Manage a timetable of workshops and events.
- Present content on information and event boards, and projector screens.

Decision Making

- Make day-to-day decisions relating to the planning and delivery of educational activities, public events and visitor experiences.
- Determine priorities for event scheduling, educational activities and communications within agreed procedures.
- Make decisions relating to gallery signage and educational content, ensuring accuracy and compliance with legal requirements.

Communication & Networking

- Collaborate with colleagues across Living Display Centres, Visitor Experience, Marketing, Communications & Digital, and Learning & Participation teams.
- Liaise with community groups, conservation organisations and external partners to support engagement and conservation activities.
- Communicate information relating to zoo licensing, animal records and visitor activities accurately and appropriately.

Resource Management

- Manage education resources and materials, ensuring these are maintained, organised and replenished as required.
- Support the effective use of departmental equipment, displays and visitor experience resources.

Experience & Knowledge

- Experience of animal management and education in a professional setting.
- Experience working with the public in a performance and/or educational capacity.
- Knowledge of animal management requirements for zoos or aquariums.
- Knowledge of aquatic and terrestrial vertebrates and invertebrates.
- Knowledge of animal biology and behaviour.

Skills

- Timetabling and rota management.
- Excellent public speaking skills, with the ability to write content for working with the public.
- Strong organisational skills, with the ability to respond effectively to the changing demands of a multi-faceted role.
- Ability to carry out practical and manual tasks safely and effectively in a variety of situations including hot, cold and wet environments.
- Competent in following health and safety protocols and procedures in a physical working environment.
- Awareness of physical capabilities and limitations, with a commitment to working safely and efficiently.

- Ability to follow procedures and document observations accurately and consistently.
- Proficient using Microsoft Office 365 applications (i.e., Microsoft Word, Outlook, Excel, and PowerPoint).

Behaviours & Competencies

- Understands the role of modern zoos and aquariums as places for conservation, education, research and positive behaviour change.
- Demonstrates an interest in invertebrate live animal collections.
- Works collaboratively as part of a team.
- Effective self-organisation and time management.
- Strong attention to detail and accuracy.

Additional Information

- Location: Liverpool (World Museum) will be the main place of work, but you may be required at times to cover other National Museums Liverpool public facing venues, in line with operational needs.

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