

HERITAGE MECHANIC

Reports to: Museum Co-ordinator

Line reports: None

Hours: 40 per week, flexibility throughout operational hours is required, Monday to Sunday to support the operation.

Salary: Dependent on experience, but we anticipate the successful candidate being employed on a salary between £28,000-£32,000 per year.

Purpose of the role

This role contributes to the success of Grampian Transport Museum by supporting the delivery and operation of our classic car garage and Heritage Skills Programme, through servicing and maintaining customer and museum vehicles, and passing on your skills to others.

Key responsibilities

- Co-ordinate and deliver the day-to-day operation of the garage.
- Manage and take ownership of the end-to-end process of assessing vehicle needs, ordering parts/consumables, conducting work, end of job reporting and handover to the customer/back to the museum.
- Conduct customer and museum work to the highest standard, taking advice when necessary, to the agreed service level.
- Manage the Garage email inbox, engaging with others when support is needed to respond to customer enquiries.
- Work with the museum team to manage bookings and opening up and blocking out timeslots as required, managing your workload and working hours effectively.
- Support the delivery of the Heritage Skills Workshops, delivering skills training to the public at scheduled workshops, and supporting the Operations Officer to source external facilitators when required.
- Maintain a clean and safe workshop, reporting maintenance issues promptly to the senior management team.

Key skills required

- Ability to work independently, taking pride in the quality of work delivered and have a deep interest and/or knowledge of classic vehicles.
- Ability to maintain meticulous records of work done, supporting the quoting and invoicing processes.
- Have experience of working in the automotive industry, as a vehicle technician or mechanic (trained to at least Level 3 Light Vehicle Maintenance and Repair or equivalent). It would be desirable to have worked with classic vehicles before.
- Hold a full, clean, manual UK Driving Licence.



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Other key skills required

- IT Literacy: Proficiency in digital systems. Proficiency in using the Microsoft Office suite is essential, particularly Outlook, Word and Excel.
- Customer Service: Outstanding skills in handling queries and communicating effectively with trustees, members, visitors, and customers.
- Team Collaboration: Excellent teamwork skills, with the ability to work cohesively and coordinate efforts with all trustees, staff and volunteers involved in the museum.
- Commercial Acumen: Sound decision-making abilities to make effective commercial judgments are critical for the role.
- Organisational Skills: Strong organisational abilities to manage diverse responsibilities, prioritise tasks, and drive efficiency in the operation.

Why work at Grampian Transport Museum?

We are a self-funding charity with a purpose – you'll have the opportunity to help us share our amazing collection and tell the story of going places. In return, you will get:

- A competitive salary and attractive holiday allowance (and 2 weeks off over the festive period)
- Complimentary family membership of the museum and access to events.
- Access to ASVA Membership Cards which allow access to visitor attractions across Scotland.
- We are very dog friendly!
- Discounts in the retail and tearoom facilities.
- Access to development and progression opportunities alongside full management support to do so.

Thanks to National Lottery players for supporting this role, alongside funding from Museums and Galleries Scotland.

