



Curator's Assistant

Location: Lakeland Motor Museum

Reports to: Curator

Contract: This is a fixed term position for 6 months with the potential to become permanent subject to future museum requirements

Hours: 24 hours per week in the summer and 21 in the winter based on 3 from 7 days (includes regular weekends)

Job Purpose

To support the Curator in the care, presentation, preservation, and management of Lakeland Motor Museum's vehicle collection and associated exhibits. The role has a particular focus on preparing vehicles for display, undertaking specialist cleaning, maintaining exhibition standards, and ensuring the museum's collections are presented to the highest professional standard.

Key Responsibilities

Vehicle Care and Presentation

- Prepare vehicles and associated artefacts for permanent and temporary exhibitions.
- Carry out specialist cleaning of historic and classic vehicles
- Ensure vehicles remain dust-free, clean, and visually presentable for visitors.
- Safely clean a variety of surfaces including:
 - Historic paintwork
 - Chrome and polished metal
 - Glass
 - Leather upholstery
 - Vinyl and rubber components
 - Wooden vehicle interiors and trim
- Monitor vehicle condition and identify any deterioration
- Assist with vehicle movements, positioning, and installation within the museum.

Collections Management

- Assist with cataloguing and documenting collections.
- Maintain accurate records of vehicle condition and cleaning schedules.
- Support collections audits and stock checks.
- Assist with object handling, storage, packing, and transportation.



Museum Operations and Facilities Support

- Assist in the installation and deinstallation of exhibits.
- Support museum maintenance and presentation.
- Ensure exhibition spaces are clean, safe, and well maintained.
- Support the maintenance of external museum grounds, including litter picking, tidying, and ensuring visitor areas remain welcoming and presentable.
- Carry out basic maintenance tasks such as minor repairs, painting, display adjustments, and equipment checks, reporting larger maintenance issues to the appropriate manager.
- Assist with event set-up and take-down, including moving furniture, barriers, signage, and exhibition materials.
- Support the museum team in ensuring the site remains safe, clean, and attractive for visitors at all times.

Visitor Engagement

- Respond to visitor enquiries regarding vehicles and exhibits.
- Act as an ambassador for the museum and its collections.
- Provide occasional cover on the museum reception desk / museum shop during busy periods, staff absence or special events.
- Process ticket sales and handle visitor admissions when required

Health and Safety

- Follow museum health and safety procedures.
- Ensure safe use of cleaning products, equipment, lifting aids, and tools.
- Undertake manual handling activities in accordance with training.
- Maintain a safe working environment for staff, volunteers, and visitors.

As a small museum team, all employees are expected to support wider museum operations when required. The post holder may occasionally undertake duties outside their primary role, including visitor services, retail support, event assistance, and general site maintenance, appropriate to their skills and training.



Person Specification

Essential Knowledge and Experience

- Experience working with classic, vintage, or historic vehicles.
- Understanding of vehicle cleaning and detailing techniques.
- Knowledge of appropriate cleaning materials for sensitive historic surfaces.
- Ability to work carefully around valuable and irreplaceable objects.
- Excellent attention to detail.
- Good organisational and record-keeping skills.
- Ability to work independently and as part of a team.
- Physically capable of carrying out cleaning, manual handling, and gallery preparation tasks.
- Understanding of health and safety

Desirable Knowledge and Experience

- Experience working in a museum, heritage, archive, or collections environment.
- Understanding of vehicle restoration and preservation practices.
- First Aid qualification.
- Health & Safety qualification

Specialist Cleaning Skills Required

The successful candidate should be willing to develop expertise in:

- Museum-standard cleaning techniques.
- Safe cleaning of historic paint and finishes.
- Chrome polishing and metal care without abrasion.
- Leather conservation cleaning.
- Interior detailing of historic vehicles.
- Dust management in museum environments.
- Handling and care of fragile and sensitive exhibit materials.

Key Competencies

- Attention to detail
- Collection care mindset



- Practical problem-solving
- Reliability and professionalism
- Teamwork
- Passion for transport heritage
- Customer Service
- Full clean driving licence