

# PLEASE TOUCH MUSEUM®

## Position Description

### CAROUSEL TICKET TAKERS

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**Reports To:** Manager, Admission

**Department:** Finance & Admissions

**Division:** Visitor Services

**Direct Reports:** None

**FLSA Status:** Hourly Non-Exempt

**Grade:** 1

**Expansion/Grant:** No

**Effective Date:** 9/08

**Status:** FT/PT

**Hours/Week:** 37.5/24

#### **POSITION SUMMARY:**

With the anticipated completion of Please Touch Museum's expansion and relocation to Memorial Hall, in Fairmount Park, the Museum seeks Carousel Ticket Takers to assist with the anticipated expanding audience and increased need for superior customer service resulting from this transformation. The Museum's business plan projects an increase in attendance from approximately 181,000 to 500,000 in the first year of operation.

Carousel Ticket Takers are responsible for providing efficient, quality service to both internal and external customers and facilitating interactive experiences designed for young children. Additionally, Carousel Ticket Takers will work closely with the Director of Education to ensure effective delivery of Museum and exhibit educational content.

The Carousel Ticket Taker will report to the Manager, Admissions.

#### **ESSENTIAL FUNCTIONS:**

- Deliver proactive visitor service in a professional and welcoming manner;
- Attend daily meeting to learn about birthday and group arrivals, theater show times, activity times and locations, and special events planned for the day;
- Maintain a clean and orderly queue area;
- Prepare visitors for their ride on the Carousel making sure that riders meet height and / or age restrictions;
- Scan passes and assist with loading of Carousel coordinated with facilitator of Carousel;
- Ensure that all passengers are properly secured;
- Monitor the Carousel while in operation, keeping eyes on visitors throughout the ride cycle ensuring that visitors are riding the Carousel in a safe manner;
- Monitor level of cleaning supplies and spare parts (e.g. light bulbs) and notify Supervisor/Coordinator – Visitor Services when levels are low;
- Knowledge of emergency action plans;
- Assist in training of new staff;
- Cross training to act as an Admissions Cashier, Ticket Taker or Information Desk Host;
- Understanding of the layout of the Museum to provide directions for visitors;
- Constantly improve knowledge of Museum exhibits and programs and keep up to date with improvements or changes;
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Proven excellent customer service skills. One plus years of experience assisting the public;
- Minimum of one year experience in customer service function;
- Excellent interpersonal and communication skills with public and coworkers;
- Bilingual skills preferred;
- Demonstrated experience working with children age 1-7 preferred;
- Proven ability to work independently;
- Must be flexible with work schedule including weekends, holidays and evenings;
- Requires considerable movement around the museum to monitor activities.

\*\* General Essential Functions and Qualifications are noted on the attached sheet.

**APPLICATION PROCESS:**

To apply for this position, please send a cover letter, resume and salary requirements to [employment@pleasetouchmuseum.org](mailto:employment@pleasetouchmuseum.org) to mail to Judy Meyers, Human Resources Dept., Please Touch Museum®, 210 N. 21st Street, Philadelphia, PA 19103 or via Fax 215-963-9645

EOE

# PLEASE TOUCH MUSEUM®

## Universal Position Description

### INDIVIDUAL CONTRIBUTOR (No Direct Reports)

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#### **MISSION STATEMENT:**

To enrich the lives of children by providing learning opportunities through play.

#### **ESSENTIAL FUNCTIONS FOR INDIVIDUAL CONTRIBUTOR:**

- To support the Museum's mission, vision and values by exhibiting the following behaviors: excellence, collaboration, innovation, respect, commitment, accountability and ownership;
- Assist the manager in administration and implementation of all museum policies, procedures and standards;
- Maintain high degree of motivation to provide highest level of customer satisfaction;
- Manage in a fair and equitable manner by adhering to Museum's policy and procedures;
- Use independent judgment to determine project guidelines, purpose, follow-through and completion.  
Complete assignments in a timely manner and within Museum's standards;
- Consistently work in a positive and cooperative manner with internal and external customers;
- Implement improved processes to generate best possible workflow;
- Ensure performance targets are met;
- Responsible for directing and coordinating work assignments;
- Provide periodic reports; and
- Participate in continuing educational opportunities for personal growth and development.

#### **MINIMUM QUALIFICATIONS MANAGERS:**

- Proven ability to work independently;
- Must have the ability to participate effectively in teams;
- Excellent computer skills including email communication tools;
- Must have proven ability to prioritize and plan work activities and use time efficiently;
- Must demonstrate the ability to adapt to changes in the work environment, manage competing demands and be able to deal with frequent changes, delays or unexpected events;
- Excellent verbal and written communication skills required; and
- Team player, flexible, innovative, good sense of humor, interest in children and children's museums.