

PLEASE TOUCH MUSEUM®
Position Description

EXHIBITS TECHNICIAN **

Reports To: Director, Operations

Department: Operations

Direct Reports: None

Division: Exhibits

FLSA Status: Non-Exempt

Grade:

Expansion / Grant: No

Effective Date: 10/01/2009

Status: Full-time

Hours / Week: 40

Position Summary:

With the completion of Please Touch Museum's at Memorial Hall, in Fairmount Park, the Museum seeks an Exhibit Technician for the Museum's greatly expanded facility, resulting from this transformation. The restoration of Memorial Hall increased the size of Please Touch Museum to 140,000 square feet, almost quadrupling the footprint of the current location.

Responsibilities include construction and routine maintenance of all museum exhibits and building; general repair of exhibit and building areas. Adheres to safety protocol in handling machinery, electrical equipment and power tools. Responsible for providing efficient, quality service to both internal and external customers.

Essential Functions:

- Maintain an exhibit maintenance program through regularly scheduled inspections and documentation to the Exhibits Director
- Perform basic building and facilities maintenance, including painting, minor electrical and woodworking as needed.
- Participate in all phases of exhibit installation, including demolition of previous exhibit, site preparation and component installation.
- Produce working prototypes of exhibits and components and test under direction of education staff and Exhibit Director.
- Participate in the design and fabrication of stage sets in conjunction with members of the Theater Department.
- Adhere to safety protocol at all times; encourages others to respect safety standards and precautions.
- Other duties as assigned.

Minimum Qualifications:

- Minimum two to three years experience in cabinet/casework production, carpentry and other related trades; knowledge of exhibit fabrication.
- Proficiency in construction/fabrication techniques in wood, plastics and metal.
- Able to produce work from technical/shop drawings required.
- Familiarity with mechanical and electronic device production helpful.
- Basic level MS Office proficiency required.
- Ability to lift up to 50 lbs.
- Must possess a valid driver's license.
- Comply with all museum policies, procedures and safety regulations.
- Must be available to work weekend days and evenings as needed.

Application Process:

To apply for this position, please send a cover letter, resume and salary requirements to employment@pleasetouchmuseum.org to mail to Judy Meyers, Human Resources Dept., Please Touch Museum®, 4231 Avenue of the Republic, Philadelphia, PA 19131 or via Fax 215.581.3182

EOE

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

PLEASE TOUCH MUSEUM®

Universal Position Description

INDIVIDUAL CONTRIBUTOR (No Direct Reports)

Mission:

Enriching The Lives of Children by Creating 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 Individual Contributor:

- 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.