

**PLEASE TOUCH MUSEUM®**  
**Position Description**

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**EXHIBITS SANITATION ASSISTANT**

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<b>Reports To:</b>	Director of Exhibitions	<b>Department:</b>	Exhibits
<b>Direct Reports:</b>	N/A	<b>Division:</b>	
<b>FLSA Status:</b>	Non-Exempt	<b>Grade:</b>	
<b>Status:</b>	Full-Time	<b>Effective Date:</b>	MAY 10, 2020
		<b>Hours / Day/s:</b>	40 (Monday – Friday)

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**Background**

Please Touch Museum, the Children’s Museum of Philadelphia (PTM) was founded in 1976 and was the first children’s museum to focus exclusively on young children ages birth to seven. PTM is multidisciplinary, providing exhibits and programs in the visual and performing arts, including theater, music and dance, literacy, humanities, math and science. PTM’s exhibits are themed environments that are hands-on and interactive helping children to learn, develop and practice the skills and social skills they need to be ready for and successful in school and in future careers. The mission of Please Touch Museum is to change a child’s life as they discover the power of learning through play. In 2008 PTM moved to Memorial Hall in Fairmount Park, a National Historic Landmark Building built for the 1876 Centennial Exhibition.

**Position Summary:**

The Exhibits Sanitation Assistant works closely with both the Exhibits and Museum Learning teams to complete daily cleaning tasks associated with the sanitation of exhibit props, costumes, and manipulatives. The Exhibits Sanitation Assistant works primarily from the Sanitation Room on the Lower Level of the Museum and will be required to support the Exhibits Technician-Props Specialist in his/her/their responsibilities as well. Those additional responsibilities include assisting with the collection of dirty props, costumes, and manipulatives from locations throughout the Museum and assisting with the distribution of clean props, costumes, and manipulatives back into the Museum’s exhibits.

The Exhibits Sanitation Assistant will be required to follow strict safety and sanitation protocols with respect to the various objects that are being cleaned. When assigned, the Exhibit Sanitation Assistant will be required to assist the Exhibit Technician-Props Specialist in basic tasks associated with the fabrication, organization, and storage of props and manipulatives; and assist in other duties as assigned.

**Essential Functions:**

- Completes thorough sanitizing of all props, costumes, and manipulatives according to strict sanitizing protocols and the Exhibits cleaning schedule.
- Assist, the Exhibit Technician-Props Specialist, in basic tasks associated with the fabrication, organization, and storage of props and manipulatives.
- Maintain an exhibit sanitation program through regularly scheduled inspections, checklists and documentation to the Director of Exhibitions.
- Assist in the collection of dirty props from the Museum and the distribution of clean props throughout the Museum on a bi-weekly basis.

**Minimum Qualifications:**

- High school diploma or GED
- Will train; experience working in a Museum or similar environment in a related field a plus
- Experience operating an industrial washer and dryer a plus.
- Demonstrated experience in working in a team.
- Good oral communication skills.
- Detailed oriented.
- Demonstrated ability to complete work duties independent of supervision
- Demonstrated ability to meet deadlines
- Ability to work in a fast-paced environment, analyze situations and respond quickly to deliver effective solutions
- Ability to lift and carry up to 30 lbs.
- Ability to walk up and down stairs; and stand for extended periods of time every day.
- Ability to utilize cleaning supplies and materials safely.

Please Touch Museum offers an excellent work environment, benefit, generous time off package and competitive salary. To apply for this opportunity, please email your cover letter and resume to: [employment@pleasetouchmuseum.org](mailto:employment@pleasetouchmuseum.org), or fill out our online application at [pleasetouchmuseum.org](http://pleasetouchmuseum.org). Information can also be faxed to: (215)-581-3182 EOE

**Posted: Day, April date, 2020**

## **Staffing Plan for Exhibits Sanitation Assistant**

1. Salary: TBD
2. Recruitment Resources to advertise the position:
  - a. PA CareerLink
  - b. Nonprofit HR Group-Philadelphia
  - c. The Parkside Community Advisory Council
  - d. PTM website
  - e. Email to PTM employees
  - f. Craigslist
  - g. Idealist
  - h. The Art Institute of Philadelphia
  - i. PA Academy of the Fine Arts
  - j. The Franklin Institute
  - k. The Philadelphia Museum of Art
  - l. The Mann Center
  - m. Temple University-Nonprofit Contact
  - n. Job Boards that Museums post jobs on

