

PLEASE TOUCH MUSEUM®

Position Description

VISITOR EXPERIENCE FACILITATOR-ON CALL

Reports To: Gallery Manager

Department: Education

Direct Reports: None

Division: Education

FLSA Status: Non-Exempt/Hourly

Expansion/Grant: No

Status: On-Call

Effective Date: 1/1/08

Hours/Week: Various

POSITION SUMMARY:

This position is responsible for facilitating experiences of visitors to the Please Touch Museum. May be cross-trained to facilitate Kid's Store sales, generate visitor interest in memberships, provide Admissions Desk support and provide Birthday Party assistance to Birthday Party Coordinator.

ESSENTIAL FUNCTIONS:

Provide a high profile, regularly scheduled presence on gallery floor.

Engage children and adults in open-ended age appropriate play.

Implement educational programming for PTM's visitors that enhance museum exhibits, special events and/or monthly programming.

Greet and orient weekday school group visitors. Implement educational workshops designed to enhance museum experience. Ensure high quality visit by providing friendly and flexible service.

Maintain continuing interest in learning about and keeping up to date with Museum exhibits and programs.

Help maintain Museum galleries at a level that maximizes each visitor's experience. Pick up and straighten up the gallery as needed on a regular basis.

Attend all training sessions and staff meetings.

Support division team by offering suggestions/feedback for all programming.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

College degree or some college background preferred. High school degree/GED required.

Demonstrated experience working with children ages 1-7.

Demonstrates flexibility and patience.

Excellent customer service skills.

Ability to function productively in a busy, loosely structured environment.

Team player, innovative, playful, good sense of humor, interest in children and children's museums

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®, 210 N. 21st Street, Philadelphia, PA 19103 or via Fax 215-963-9645

EOE