

PLEASE TOUCH MUSEUM

Position Description

EXHIBITS TECHNICIAN

Reports to:	Director, Exhibits	Department:	Exhibits
Direct Reports:	N/A	Division:	Exhibits
FLSA Status:	Non-Exempt	Effective Date:	FY19
Employment Type:	Full-time	Hours/Week:	40/ Sunday - Thursday

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 years. Our mission 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 which was built for the 1876 Centennial Exhibition.

Today, PTM is a multidisciplinary organization, providing exhibits and programs in the visual and performing arts, including theater, music, dance, literacy, humanities, math, and science. As a leading 21st century children's museum, PTM's exhibits, museum experiences, and educational programs are developed to engage children and foster the intellectual, social, and emotional skills necessary to be successful in the classroom, in life, and in future careers.

Position Summary

Exhibits Technicians work collaboratively with the Exhibits team to fabricate, install, maintain, and repair all permanent, temporary, and seasonal exhibits throughout the Museum. Exhibits Technicians are responsible for the daily care and upkeep of all exhibit components; as well as, troubleshooting issues and improving the performance of existing exhibit components to ensure they are maintained to a high level of usability. The Exhibit Technician works as a member of the design team providing technical, safety, and creative expertise. Work is performed according to technical drawings and artist renderings as well as verbal instructions and stated objectives with some latitude for creativity and judgment. Work is reviewed for conformance to museum standards by supervisor. Projects may include, but are not limited to cabinetmaking, electronics, metal work, foams, plastics, and high-level finish painting.

Essential Functions

- Conduct daily inspection of all exhibit components and perform immediate repairs as necessary
- Report more extensive repairs for scheduled maintenance

- Maintain an exhibit maintenance program through regularly scheduled inspections, checklists and documentation to the Director of Exhibits
- Assess the need for changes in exhibit design and/or materials
- Maintains exhibit maintenance records according to manufacture warranties and requirements
- Participate in all phases of exhibit installation, including demolition of previous exhibits, site preparation, and component installation
- Produce working prototypes of exhibits and components and test under direction of Director of Exhibits
- Utilize mechanical drawings, schematics and product manuals towards repair and maintenance of exhibit components
- Construct and install museum exhibit structures and components using a wide range of materials, tools and workshop equipment
- Assist with the set up and break down of seasonal, temporary and traveling exhibits
- Participate in the design and fabrication of components that support other departments such as Guest Engagement programming, theater stage set installation/dismantling, collections display support, and family program elements
- Maintain a clean, well-organized and safe work environment
- Observe safety and risk management procedures in public and work spaces
- Maintain inventory of building materials, tools, and equipment and orders supplies as needed
- Other duties as assigned

Minimum Qualifications

- Associate's degree or vocational/technical school degree required and/or experience in exhibitory
- Minimum 3 years' experience working in a Museum or similar environment in a shop production related field or experience with production of exhibition interactives, display cases, etc.
- Ability to read, analyze, and interpret design schematics, shop/fabrication drawings;
- Ability to analyze situations and troubleshoot problems and deliver appropriate solutions
- Demonstrated experience in project management and working successfully in a team environment
- Knowledge of various techniques and applications of latex, oil paint, enamel, and epoxy surface finishes;
- Knowledge of materials, techniques, and equipment used in basic carpentry construction
- Ability to use hand and power tools, CNC router, and knowledge of associated safety practices
- Ability to work in a fast-paced environment, analyze situations and respond quickly to deliver effective solutions
- Ability to lift up to 50lbs
- Must possess a valid driver's license

Please Touch Museum offers an excellent working environment, generous Paid Time Off package, and competitive salary and employee benefits. To apply for this opportunity, please submit your application on our website at www.pleasetouchmuseum.org/careers or email your cover letter and resume to:

employment@pleasetouchmuseum.org EOE