

The Valentine Employee Job Description

Position Title: Museum Technician-Exhibition Housekeeping¹

FLSA Status: Non-Exempt²

Hours: 8 hours per week

General Responsibilities: The Museum Technician-Exhibition Housekeeping assists with the care and maintenance of exhibition spaces, including all museum galleries, the Wickham House and the Valentine Sculpture Studio (temporarily closed). This work includes care and cleaning of exhibition casework exteriors/interiors; care and cleaning of Wickham House and Valentine Sculpture Studio interior surfaces; basic cleaning of objects; and other duties as assigned by as needed. Specific housekeeping activities are conducted at varying intervals (weekly, monthly, quarterly, annually). The Museum Technician's work is conducted in accordance with the museum's official Collections Management Policy, adhering to the code of ethics advised by the American Alliance of Museums.

Reporting Supervisor: Elise H. Wright Curator of General Collections

Positions Supervised: none

Physical Demands: The Museum Technician must be able to use a telephone, computer keyboard and mouse; reach with hands and arms, speak for extended periods of time and listen. The employee is frequently required to walk and sit, as well as to lift and carry objects such as objects, boxes, books and files weighing up to 40 pounds; work within confined spaces; feel comfortable on a ladder; work around dust and mildew. The Museum Technician is required to stand, stoop or kneel. Specific vision abilities required by this position include close vision and the ability to focus. The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Core Responsibilities and Duties:

1) Collections Management

- a) Responsible for the scheduled care and cleaning of all exhibition spaces, including museum galleries, Wickham House and Valentine Sculpture Studio. Cleaning tasks include dusting, vacuuming and other duties as outlined in the cleaning manual.

¹ **DISCLAIMER:** This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

² FLSA stands for the Fair Labor Standards Act, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. The Fair Labor Standards Act uses the terms exempt and nonexempt to describe work that is included (nonexempt) or not included (exempt) in the Act's overtime and record-keeping provisions. The Act requires that overtime (payment for hours worked in excess of 40 hours in one week) be paid to employees performing nonexempt work.

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- b) Completes maintenance log.
- c) Alerts the Elise H. Wright Curator of General Collections, Registrar and Director of Operations as appropriate of any issues related to objects and/or facilities.

2) Other

- a) Keep up-to-date on current museum practices and policies.
- b) Act as a member of Collections Team and attends meetings as needed.
- c) Other duties as assigned.

Qualifications: The Museum Technician must be organized, detail-oriented and have the ability to manage multiple tasks. Museum object handling experience is preferred. Work must be completed at times when the museum is closed to most visitors (Mondays or before opening hours).