

JOB DESCRIPTION

POSITION/TITLE:	Night Shift Exhibit Cleaner
DEPARTMENT:	Exhibits
SUPERVISOR:	Manager of Exhibits
FULL TIME/PART TIME:	Part-time
EXEMPT/NON-EXEMPT:	Non-Exempt

Brooklyn Children’s Museum is seeking an Exhibit Maintainer to clean and maintain the permanent and temporary exhibits installed at the Brooklyn Children’s Museum. The position requires attention to detail, knowledge of appropriate cleaning products and approaches, and the ability to work independently as well as collaboratively with the Exhibits team. Exhibit Cleaner will do a surface cleaning of exhibits each day of work and focus on a specific area as outlined in a clear checklist. This is a part-time position of 16 hours per week.

RESPONSIBILITIES

- General cleaning of exhibit surfaces including walls, countertops, furniture elements and glass enclosures.
- Removal of pencil marks on walls, graphic panels, and other surfaces throughout the museum using non-abrasive spray cleaner.
- Clean &/or Mop “specialty exhibit flooring areas” as outlined in the schedule worksheet.
- Clean plexiglass object enclosures throughout the museum and in Collections Central
- Vacuum carpet areas in Collections Central exhibit.
- Identify exhibit areas or components in need of repair or attention and notify Manager of Exhibits on regular basis.

REQUIREMENTS

- 1-2 years experience cleaning and/or maintaining exhibits or facilities in a museum or related setting.
- Knowledge of practices, methods, equipment, tools, and materials used in custodial work related to a range of surfaces and materials. Including wood, carpet, printed graphics, laminates, and glass.
- Understanding of the principles and practices of working safely.
- Skills to operate a wide variety of basic custodial equipment in a safe and effective manner.
- Ability to read, understand and follow oral and written instructions.
- Independently perform the full range of custodial duties.
- Successfully communicate with supervisor on a regular basis to ensure smooth workflow and attention to exhibit areas where needed.
- Ability to meet with supervisor on a bi-monthly basis to check in.

SCHEDULE

16 hours/week, comprised of 4 days and 4 hrs/day. Work hours must take place after the museum is closed, 5pm Mon-Wed, 6pm on Thursdays, and 7pm on Sat-Sun. There is flexibility in the days worked, but must include Thursday or Friday evening and Sunday evening or Monday daytime or evenings.

Note: There is the potential of future growth to more hours and increased responsibility depending on skill set and experience.

COMPENSATION

\$17/hour, paid every two weeks

ABOUT BROOKLYN CHILDREN'S MUSEUM

Brooklyn Children's Museum (www.brooklynkids.org) is the world's first children's museum and a pioneer in the field of informal learning. Rooted in its vibrant Brooklyn community, the Museum's mission is to provide inspiring first cultural experiences to children and their families, with the goal of setting them on a path to life-long appreciation of culture, including visual art, performance, and sciences. The Museum serves 250,000 children and adults annually through its school, public, and after school programs.

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