



**THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA**  
**JOB DESCRIPTION**

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**POSITION TITLE:** EVENTS/MAINTENANCE TECHNICIAN  
**DEPARTMENT:** VISITOR SERVICES  
**REPORTS TO:** VISITOR SERVICES MANAGER

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**POSITION SUMMARY:**

The Events/Maintenance Technician works as part of the Visitor Service department to ensure that the Museum is a consistently clean, well maintained and a welcoming environment for visitors during special events. Duties are wide-ranging and include all aspects of custodial care. The incumbent reports to the Visitor Service Manager. Knowledge of standard cleaning procedures and equipment is required. Specific duties include:

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Participating as assigned, in the custodial care of the Museum building to include dusting, polishing, vacuuming, carpet cleaning, mopping and buffing floors, glass cleaning, rest room and kitchen duties, etc., as per the maintenance schedule
- Maintaining the exterior of the building as required including trash collection, raking, snow removal, salting and other duties
- Assist Security/Maintenance Manager in performing inventory count monthly
- Assisting staff and volunteers in moving equipment and supplies
- Assisting in the set up and break down for programs, meetings, and special events. Special events include, but are not limited to: movies, concerts, lectures, dances, fashion shows, and special interest meetings, etc.
- Responsible for setting up/operating/striking audio-visual equipment including sound, lighting, and presentation support products
- Supporting security duties to ensure the protection of Museum visitors and staff
- Performing other duties as may be required to support the effective operation of the Museum's building and security

**QUALIFICATIONS, SKILLS AND ABILITIES REQUIRED:**

- Possession of a high school diploma or general equivalency diploma (G.E.D.)
- Previous experience with Audio Visual systems and equipment is essential
- Knowledge of standard cleaning procedures and equipment
- Ability to work closely with the customers to provide a satisfactory and successful event
- Ability to work independently and within deadlines and to interact with the public and staff in a positive, enthusiastic, and courteous manner
- Presenting and reinforcing a professional appearance and maintain the Museum's appearance and dress code standard at all times
- Thrives in an environment where situations change and adapting to change is second nature
- Must be available to work nights, holidays, and weekends and to work varying shifts



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**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

Must possess strength, stamina and mobility to perform heavy physical work in and out of doors in all weather conditions and with exposure to potentially hazardous conditions, use varied hand and power tools; lift and move materials and equipment weighing up to 90 pounds and heavier weights with the use of proper equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must work overtime as required.

Expected hours: 37.5 per week

Please send your resume, references and cover letter to [hr@aampmuseum.org](mailto:hr@aampmuseum.org)