

THE HAGGIN MUSEUM IMMEDIATE JOB OPENING

JOB TITLE: Museum Guard
REPORTS TO: Curator of Collections

POSITION SUMMARY

Museum Guards provide security and protection for The Haggin Museum's art and history collections. This is a part-time position that is staffed during the museum's public hours and during selected special events. Normal hours: Thursday through Friday - 1:15 - 5:15 pm; Saturday through Sunday - 11:45 am - 5:15 pm. First and third Thursday of each month - 1:15 - 9:15 pm.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Circulate through assigned galleries to guard artwork and artifacts;
- Give directions to visitors for restrooms, drinking fountains, etc.;
- Escort visitors needing to use the elevator;
- Oversee visitor and/or vendor entry and exit during special events;
- Assist visitors in exiting the museum in the event of an emergency;
- Conduct security checks before opening and after closing of the museum;
- Assist museum staff in setting up or breaking down "set-ups" for both public hours and special programming.

IDEAL CANDIDATE

- Ability to stand or be on feet for a four-hour work shift and an eight hour shift approximately every other week;
- Ability to speak and understand English, other languages a plus;
- Ability to be tactful yet firm with visitors—of all ages—when explaining and enforcing museum rules.

YOU MUST HAVE A CURRENT GUARD CARD.

\$12.00 - \$12.50/hour – DOE

Email resume to truhstaller@hagginmuseum.org

The Haggin Museum is an equal opportunity employer.