

IMMEDIATE JOB OPENING



Job Title: Weekend Museum Guard
Institution: Haggin Museum, Stockton, CA
Classification: 11 hours, per week (Saturday – Sunday) Non-Exempt
Salary Range: \$17 -\$20, per hour

POSTION SUMMARY

The Haggin has an opening for a weekend museum guard. Guards provide security and protection for the museum's art and history collections. These are part-time positions that are staffed during the museum's public hours and during selected special events. The weekend museum guard hours: Saturday and Sunday - 11:45 AM - 5:15 PM and potentially occasional special event hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties

- Circulate through assigned galleries to guard artwork and artifacts;
- Give directions to visitors for galleries, 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;
- Must not use phone or other electronic devices while on the floor;
- and other duties as assigned.

IDEAL CANDIDATE CHARACTERISTICS

- Ability to stand or be on feet for a five+-hour work shift;
- 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.

CANDIDATE MUST HAVE A CURRENT GUARD CARD.

TO APPLY

E-mail resume and three references to adminassistant@hagginmuseum.org. Or mail to 1201 N. Pershing Ave., Stockton, CA 95203. Please, no calls.

The Haggin Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.