

## **Museum Attendant Guard**

*The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.*

The Museum seeks a Museum Attendant Guard who is responsible for the safety and security of the Museum's staff, visitors, objects, building, and the Museum's other physical property. The Museum Attendant Guard is also responsible in assisting with the regular cleaning of exhibition areas, private and public spaces, courtyards and sidewalks as directed. The Museum Attendant Guard will also support the overall daily operations of services to the public, Museum staff, and other personnel as assigned and within the scope of the position.

### **Roles and Responsibilities:**

Patrolling and static tasks include but are not limited to:

- Maintain security posts as assigned
- Manual tracking of attendance (clicker count visitors)
- Visitor screening and security bag checks
- Preserving the safety of staff, visitors, objects, and other Museum property
- Frequent patrols of assigned posts to ensure all is safe and secure
- Position requires prolonged periods of standing/walking around the Museum
- Alert proper authorities to all unusual incidents
- Perform time sensitive radio checks
- Daily visual inspection of all fire extinguishers, and fire safety equipment located on post
- Keeping a log of all activity and unusual occurrences at access control points
- Museum Attendant Guard working during hours that Museum is closed will perform hourly checks of entire building
- Open and secure Museum's entry doors on a daily basis
- Respond to all alarms (fire, security, flood, etc.) and other emergency situations; and to provide accurate information to protect lives and property
- Escort visitors to and from restricted areas
- Ability to clearly and concisely write incident reports

General cleaning duties include, but are not limited to:

- General cleaning of appointed security posts and exhibition areas
- Cleaning of elevator carpets and cabs
- Assist with cleaning in emergencies such as rain leaks, toilet overflows, drink spills, etc.
- Set-up and breakdown of special events as directed
- Receiving and delivery of regular mail and/or heavy packages
- Assist with snow removal or other cleaning resulting from bad weather
- Performs other duties as assigned

### **Minimum Requirements:**

- High school degree, equivalency and/or vocational courses in related field, required
- New York State Security Officers License, and Fire Guard License F03, required
- Completion of State mandated 8-hour security, and 16-hour OJT training, required
- Must be able to communicate clearly with guests, actively engage in customer service to the standards of the Museum Management
- First aid training, within the last 12 months, preferred

- Minimum of two years of security experience in an office or institution setting
- Ability to perform duties in accordance with and enforce correct safety procedures
- Follow oral and written instructions
- Must be able to work cooperatively with co-workers and the public
- Proven ability to perform repetitive tasks without direction or supervision.
- Knowledge of cleaning methods, materials and equipment, including proper use of power-driven machines
- Ability to consistently follow correct safety procedures
- Ability to lift a minimum of 50lbs unassisted
- Flexibility to respond while on-duty to emergencies, and other situations that may require urgent, immediate attention, and while off-duty, to return-to-work as requested when emergencies arise (for example, snow removal, water leaks, etc.)
- Ability to write detailed, accurate reports in a clear comprehensive manner
- Ability to remain calm under stress and the ability to interact w/ diverse groups of people

### **Working Conditions and Physical Requirements**

The work is primarily in a busy open floorplan setting which includes office settings, outdoors, museum galleries and exhibition spaces with possibility of work in close proximity to others.

While performing the duties of this job, the employee is frequently required to sit, stand, climb, bend, talk and hear. The employee is regularly required to move about the office; use hands and fingers to feel, handle, grasp, or operate machinery and equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is regularly required to lift up to 50lbs unassisted and up 75lbs with assistance. The physical demands described here are the essential functions of this job reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **BENEFITS**

The position offers a competitive benefits package including medical, and Union sponsored dental, and vision plans. Retirement plans including 401K and city pension plan. Voluntary benefits include critical illness, accident insurance, legal services, pet insurance, and Employee Assistance Program. There is a generous paid time off and paid holidays schedule in accordance with the Collective Bargaining Agreement. Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

### **HOW TO APPLY**

Please email your resume and cover letter in pdf format, labeled First, Last Name to the Museum of the City of New York Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **Museum Attendant Guard** within the subject line of your email. The annual salary range is \$31,481, per the collective bargaining agreement.

In accordance with applicable law, as a term and condition of employment, all candidates must present full vaccination against COVID-19. Reasonable accommodations may be made upon request to Human Resources in accordance with applicable federal, state and local law.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities.*