

Position Available – July 2022

1000 Richmond Terrace, Bldg A
Staten Island, New York 10301
StatenIslandMuseum.org

Museum Guard (part time, 16 hours/week)

TEL 718 727 1135
FAX 718 273 5683

Reports To: VP Facilities & Capital Projects

About Staten Island Museum

Founded in 1881, the Staten Island Museum engages visitors with interdisciplinary exhibitions, public programs, and educational activities for all ages. It is the mission of the Staten Island Museum to spark curiosity and generate meaningful shared experiences through natural science, art, and history to deepen understanding of our environment, ourselves and each other.

Diversity, Equity and Inclusion (DEI) Commitment Statement

The Staten Island Museum (SIM) values, celebrates and commits to fostering diversity, equity, and inclusion. SIM believes building an inclusive and equitable environment is an ongoing, active process that requires constant and deliberate mindfulness and attention. Through policies, procedures, and programs, the Staten Island Museum values and seeks the strengths of human variety in race, ethnicity, culture, language, religion, gender, gender fluidity, sexual orientation, family structure, personal beliefs, age, ability, veteran status, socioeconomic status, immigration status, geography and country of origin. Across communities, in programming, with staff, trustees, volunteers, artists, and visitors, SIM strives to build a culture of diversity of voice and representation, authentically inclusive spaces, and equity for all.

See www.statenislandmuseum.org for more info.

About the Position

Museum Security Guards are a key part of the public facing team with responsibilities for ensuring the safety of all stakeholders and the protection of the collection. Security guards protect, patrol and monitor the facilities, properties, equipment, exhibitions and collections of the Staten Island Museum as well as people within and around the premises to ensure security, safety and order.

Duties and Responsibilities

- Conducts opening and closing procedures including inspection of galleries, offices and exterior spaces.
- Utilizes building inspection checklist to complete inspections at beginning and end of the shift.
- Checks all schedules for daily scheduled events and assists with preparation of spaces according to instructions.
- Completes incident reports and other security related documents as required.
- Communicates museum policies to visitors ensuring adherence to established protocols.
- Communicates with Snug Harbor Rangers as needed to report non museum related safety and security issues.

- Monitors and circulates among visitors, patrons and employees to preserve order and, to protect the property and collections.
- Assists visitors, patrons and employees when questions arise and makes referrals to Visitor Experience personnel.
- Reports and responds to incidents and emergencies; communicating with manager on duty in resolving issues and/or coordinating emergency response. (Refer to Personnel Policy)
- Sets up and breaks down furniture and equipment for classes, rentals, programs and meetings as needed.
- Supports Visitor Experience personnel as needed by answering the main telephone number, directing calls and taking messages.
- Handles basic point of sale tasks using Altru (training provided).
- Assists information seekers during non-business hours and when filling in for Visitor Experience personnel.
- Conducts general light cleaning as needed including sweeping, dusting, mopping, etc.
- Follows through with other duties assigned by the Vice President of Facilities & Capital Projects, Assistant Museum Maintainer and occasionally other museum personnel.

Requirements

- High School diploma or equivalent
- New York State Guard certificate
- Fire Guard Certificate
- CPR/AED preferred (training provided)
- One year of security experience
- Excellent communication skills
- Ability to work under minimal supervision.
- Ability to stand for long periods of time
- Weekday and weekend work required.
- Evening work as required for rentals and programs.
- Must wear uniform with museum issued ID tag and maintain a professional image.
- Remain alert and responsive to surroundings.
- Maintain friendly disposition and provide a warm, welcoming environment for all stakeholders.
- Demonstrate a willingness to assist wherever needed.
- Must be reliable, intuitive and able to follow directions.

Hourly rate: \$20.00

To Apply

Email a cover letter with resume to fperkins@statenislandmuseum.org or via mail to, attention Frank Perkins, VP Facilities and Capital Projects
1000 Richmond Terrace, Bldg A,
Staten Island, NY 10301.
No phone calls, please.