

Attendant Guard

The Hudson River Museum in Yonkers, NY has an immediate opening for a full-time hourly Attendant Guard. As a public-facing staff member of the museum, the Attendant Guard is highly visible and must maintain a decorous environment at all times. Key responsibilities include ensuring the safety and security of all visitors and staff as well as all objects throughout the buildings and for assisting with day-to-day maintenance of museum facilities. All attendant guards must maintain a valid security guard license from the New York State Division of Licensing Services.

This position reports to the Assistant Director, Facilities and Operations through the Security and Maintenance Deputy.

Specific responsibilities include:

- Opening/Closing and unlocking/locking of museum facilities, and arming/disarming of security systems
- Staffing the Front Desk during public business hours
- Guarding galleries during public business hours
- Facilitating attendance of visitors to Planetarium shows and museum programs
- Assisting with logistics of group visits, including school groups, as well as internal and outside events
- Attending weekly training/information meetings
- Following the policies and procedures detailed in the HRM Security Procedures Manual
- Such other tasks as may be assigned from time to time
- Willingness to train for fire safety, CPR and AED

Schedule: Wednesday through Sunday

Compensation: \$13.00 per hour

Requirements for Attendant Guard candidates:

- Previous security experience
- Valid New York State Security Guard License
- High school diploma
- Candidates must successfully pass ALL pre-employment screenings
- Physical and Mental - Must be in good physical condition, capable of assisting in the lifting of a visitor if circumstances warrant.
- Ability to sit, stand for extended periods of time, walk, stoop, bend, lift and climb stairs.
- Ability to make quick decisions, follow established policies and procedures.
- Ability to communicate both verbally and in writing.
- Flexibility to work additional hours as requested during Museum events.

Benefits:

- Medical, dental, and life insurance
- 403(b) basic retirement plan
- Paid time off, including annual leave, sick leave, personal days and Museum holidays
- Flexible spending accounts (pre-tax income for eligible health care expenses)
- Discount for staff in Museum shop
- Access and free admission to numerous museums and cultural institutions
- Standard worker's compensation, short-term and long-term disability and unemployment insurance.
- Participation in TransitChek Commuter Benefit program.

To apply:

Send cover letter and resume to employment@hrm.org. Include "Attendant Guard" in the subject line.

The Hudson River Museum is one of the preeminent cultural institutions in Westchester County and the New York Metropolitan area. Situated on the banks of the Hudson River in Yonkers, New York, the HRM is a place where diverse communities come together and experience the power of art, science, and history. The Museum offers engaging experiences for nearly every age and interest, with an ever-growing collection of

American art; dynamic exhibitions that range from notable 19th-century paintings to contemporary art installations; Glenview, an 1877 house on the National Register of Historic Places; a state-of-the-art Planetarium; an environmental teaching gallery; and an outdoor Amphitheater. The Museum is dedicated to collecting, preserving, exhibiting, and interpreting these multidisciplinary offerings, which are complemented by an array of public programs that encourage creative expression, collaboration, and artistic and scientific discovery.

The Hudson River Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Hudson River Museum complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.