

Security Guard

The Hudson River Museum in Yonkers, NY has an immediate opening for a full-time hourly Security Guard. As a public-facing staff member of the museum, the Security Guard is highly visible and must maintain a professional demeanor at all times. Posts will be both stationary (in the galleries) and mobile (throughout the Museum campus, both inside and outside). 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 security 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.

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 ensuring the safety of the artworks and visitors
- Facilitating attendance of visitors to Planetarium shows, Amphitheater shows, and other museum programs
- Ensuring safety and crowd control during 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
- Assist with Fire Safety training and be prepared to administer CPR and AED (training provided)
- Other duties as assigned

Schedule: Wednesday through Sunday; from 9am to 5 pm (start and end times may vary).

Compensation: \$15.00 per hour

Requirements for Security Guard candidates:

- Previous security experience
- Current, valid New York State Security Guard License
- High school diploma or GED
- Candidates must successfully pass ALL pre-employment screenings and three (3) recent professional references are required
- Physical and Mental - Must be in good physical condition, capable of assisting in the lifting of a visitor if circumstances warrant and running short distances
- Ability to sit, stand for extended periods of time, walk, stoop, bend, lift and climb stairs
- Ability to make reasoned decisions quickly, follow established policies and procedures
- Ability to communicate clearly, both verbally and in writing
- Proficiency with technology and software applications (e.g., Gmail and Word) on multiple devices (e.g., personal computer, smartphone)
- Flexibility to work additional hours as requested during Museum events.

Security Guards will be provided with Personal Protection Equipment (PPE) including but not limited to masks, and sanitizer as appropriate in order to ensure that they are able to perform their job safely, in line with best practices.

Benefits:

The Museum provides competitive compensation, and generous benefits and perks for all eligible employees, including:

- Museum-paid 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 “Security Guard” in the subject line. Applications without a cover letter will not be considered.

Hudson River Museum (hrm.org) is a preeminent cultural institution in Westchester County and the New York Metropolitan area. Situated on the banks of the Hudson River in Yonkers, New York, the HRM’s mission is to engage, inspire, and connect diverse communities through the power of the arts, sciences, 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 nineteenth-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. Accredited by the American Association of Museums (AAM), 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.

HRM provides equal employment opportunities to all employees and applicants for employment without regard to age, creed, actual or perceived race, color, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, the status of being transgender, national origin, ethnicity, alienage, citizenship status, family status, lawful seizure of income, marital status, disability, military status, veteran status, domestic violence victim status, criminal or arrest record, or predisposing genetic characteristics. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.