

# Security Guard (2 Full-time Positions)

The Hudson River Museum in Yonkers, NY, has immediate openings for 2 full-time, hourly Security Guards. 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. All security guards must present and 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 of Museum facilities, and arming/disarming security systems
- Staffing the Front Desk area during public business hours
- Guarding galleries, ensuring the safety of the artworks and visitors
- Facilitating visitors attending Planetarium and Amphitheater shows, and other museum programs
- Ensuring safety and crowd control during group visits, including school groups, as well as internal and public events
- Attending weekly training/information meetings
- Assist Maintenance by identifying safety and security concerns
- Following the policies and procedures detailed in the HRM Security Procedures Manual
- Participating in training for Fire Safety, CPR and AED certification
- Other duties as assigned

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

**Compensation:** \$16.00 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
- 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.
- Proof of full COVID-19 vaccination required

**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](mailto:employment@hrm.org). Include “Security Guard” in the subject line. Applications without a cover letter will not be considered.

Hudson River Museum ([hrm.org](http://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.