

## **SECURITY /MAINTENANCE PERSONNEL**

The Albany Museum of Art has openings for part-time or full-time security and maintenance personnel. The positions are open until filled.

### **Primary job functions**

Ensure overall safety and security on premises; Ensure protection of visitors, staff, artwork and building; Maintain the upkeep of the museum and perform daily maintenance duties, such as sweeping, taking out refuse, mopping, vacuuming, replacing lights, etc.

### **Hours of work**

Tuesdays-Fridays, 10 am-5 pm; Saturdays, 12 pm-5 pm; Occasional work on weekday evenings for receptions and events; Occasional work on weekend nights as late as 1 am for events.

### **Pay**

\$8-\$10 an hour

### **Job Skills and Requirements**

Security experience is preferred; Successful passage of a mandatory background check; High school diploma or its equivalent; Writing skills that enable the effective completion of necessary reports and intra-office memos; Ability to remain calm and assume leadership in an emergency; Ability to crawl, step, climb, and stand for extended periods of time; Capability of lifting 25 pounds; Courteous disposition; Ability to focus on assigned tasks; Valid driver's license and reliable transportation.

### **To apply**

Submit qualifications, contact information and three references who are not related to you to [director@albanymuseum.com](mailto:director@albanymuseum.com). The information may also be mailed to: Executive Director Paula Williams, 311 Meadowlark Drive, Albany, GA 31707.

No phone calls, please.

The Albany Museum of Art does not discriminate based on race, color, religion, sex, national origin, age, disability, political affiliation, or sexual orientation.