

Position: On-call security guard

Supervisor: Director of Operations

Status: Part-time

Pay: \$10 an hour

To apply: Email contact information and resume to randi.hooks@albanymuseum.com

Job Summary: AMA's on-call security guard is responsible for filling in for and/or assisting the full-time security staff. This person will work as needed. This role is vital to ensuring that daily operations run smoothly.

Essential Duties and Responsibilities:

- Oversee the safety and security of the building, artworks, staff, and visitors.
- Conduct regular security perimeter checks.
- Report security threats and breaches.
- Prepare and maintain comprehensive security reports.
- Ensure that guests and staff comply with AMA's security standards.
- Coordinate with event staff for special events; including providing access for special events, outside vendor delivery, setup and breakdown of special event items
- Consult with curatorial, collections, and other staff to ensure security needs for artworks moving in and out of the building.
- Ensure timely and effective coordination of security measures with local fire and police department
- Maintain the upkeep of the museum and perform daily maintenance duties.

Qualifications:

- Ability to pass a background check
- High school diploma or equivalent
- Organized with great attention to detail
- 1+ years of experience.
- Ability to remain calm and assume leadership in high stress situations
- Clear and concise verbal and written communication
- Flexible schedule and able to work with short notice given
- A valid driver's license and reliable transportation
- Must be at least 18 years old
- Physical demands and requirements:
 - Ability to focus, bend, carry, reach to the side, front and overhead, push, pull, twist, grab, stoop, kneel, crouch, crawl, climb or balance.
 - Lift and/or move up to 30 pounds.
- A high-level of public interaction
- Maintain a courteous disposition

- The majority of the work is conducted indoors; however, on occasion, work is performed outside.