

NEW BRITAIN MUSEUM OF AMERICAN ART

JOB DESCRIPTION

Position: **Part Time - Security Guard/Facilities**

Reports to: **Facilities Manager**

Responsibilities:

Security

1. Maintains surveillance of galleries and other public areas during museum open hours and at other times as required. Guard will politely inform visitors of applicable rules of behavior.
2. The museum standard security uniform (jacket/vest) will be worn at all times.
3. Make a perimeter check of museum at beginning, middle, and end of the day. Check all doors and areas of the building at beginning, middle, and end of the day.
4. Know security procedures in event of alarm and accident procedures.
5. Keep radio on at all times

Equipment Management

1. Responsible for audio/visual equipment, including storage and maintenance, slide equipment, film and video equipment, connectors, adapters, extension cords, extra bulbs, and other electronic equipment as may be used in museum programs.
2. Check white board at start of shift for any set ups that may need to be completed.
3. Sets up and breakdown: chairs, tables, audio/visual, garbage cans, kegs, etc.
4. Assist and support volunteers as required. Must be aware of daily and weekly needs as posted.
5. Assist Visitor Services staff as necessary.
6. Assist Facilities Manager, Assistant Facilities Manager, and Visitor Services Supervisor when necessary.

Gallery Preparation

1. Assists with lighting in all galleries, check bulbs daily, inform Collections Manager when bulbs need to be purchased.
2. Assist with exhibition installations as requested, including production and installation of exhibition signs.
3. Maintain painted pedestals and painted gallery walls. Includes routine check of walls for scuffs and other marks.

Museum Maintenance

1. Maintain grounds, all walks and outside approaches to museum in a clean and orderly way.
2. Salt walks and fire exits in winter as necessary
3. All floors and carpets, in all areas of the museum must be kept clean and presentable.
4. Windows, glass doors, mirrors clean as required.
5. Dusting and/or waxing of furniture, light fixtures, paneling, etc., as required.
6. Clean restrooms; maintain towels, soap, and tissue, as necessary.
7. Maintain an orderly storage area for necessary supplies.
8. Kitchens must be kept neat and clean at all times; trash must be emptied at the close of each day (and during the day as needed).