



# SPRINGFIELD MUSEUMS™

ART • HISTORY • SCIENCE • SEUSS IN SPRINGFIELD

## **SUBSTITUTE SECURITY GUARDS**

The position of part-time 0-19 hours per week, SUBSTITUTE SECURITY GUARD is available immediately. This position reports to the Senior Manager of Security and Safety.

RESPONSIBILITIES include, but are not necessarily limited to:

Performing various security-related duties

- Providing protection to Springfield Museum buildings and contents
- Circulating through assigned building, calling for appropriate assistance if needed
- Maintaining order, and enforcing rules and regulations of various units
- Working from posted duty schedules, written and verbal instructions, and established policies and procedures
- Assisting staff in security-related matters
- Securing buildings at closing time
- Making periodic rounds to ensure the security of buildings and contents
- Maintaining and updating logs and records of any events or circumstances that occur during the shift
- Keeping attendance count of patrons and answering patron questions or referring them to appropriate staff members.

QUALIFICATIONS include, but are not necessarily limited to:

- A High School diploma or equivalent
- Knowledge of a variety of security procedures and the use of security equipment
- A valid driver's license
- The ability to interact effectively with the public and staff members
- A commitment to providing positive public service; and the ability to follow written and verbal instructions
- Must be reliable and punctual
- Appointment is contingent upon successfully passing an employment security check.

This position includes days, weekends, and occasional evening hours. Those interested should submit their resume/application to the Director of Security and Facilities Management, Sean Mullett at [smullett@springfieldmuseums.org](mailto:smullett@springfieldmuseums.org).

The Springfield Museums are an equal opportunity employer. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages. All qualified candidates will be considered without regard to race, sex, sexual orientation, gender identity, religion, disability status or any other protected area. We especially encourage members of traditionally underrepresented communities to apply.