



## **Wheelwright Museum of the American Indian Job Announcement Security Officer and Facilities Manager - Job will close when filled**

Provides security for all museum buildings, grounds, staff, and visitors. Flexible and available for after-hours and weekend special events as necessary. Must maintain a professional attitude and a high degree of confidentiality. Responsible for building and grounds maintenance, and assists with installation and de-installation of exhibitions, which occur periodically throughout the year.

### **MINIMUM QUALIFICATIONS:**

- High School diploma
- At least 3 years' experience in a related position
- At least 2 years' experience in a museum or gallery setting preferred
- Experience in construction and woodworking
- Experience in design and lighting a plus
- Experience working with and engaging with the public
- Ability to work in an environment with diverse staff and visitors

### **KNOWLEDGE AND SKILLS:**

- Exceptional surveillance skills
- Excellent oral communication skills
- Ability to maintain emotional control and diffuse/de-escalate difficult situations in public areas
- Ability to work independently and collaboratively with others to achieve overall goals and objectives
- Ability to bring a positive attitude to the job every day
- Current certification/training in First Aid, CPR; additional safety training/knowledge
- Strong knowledge of power tools and materials such as wood, plexiglass, and acrylic
- Basic skills in handling art, carpentry, and fabrication, and/or exhibit preparation a plus
- Basic knowledge of art storage and display methods, techniques, and procedures

### **PHYSICAL REQUIREMENTS:**

- Ability to lift, carry and otherwise move up to 60 pounds on a regular basis
- Ability to sit, stand, bend, kneel, reach, push, pull, or walk for various lengths of time throughout the day
- Ability to utilize computer equipment to complete daily work responsibilities
- Ability to operate fax/copy machines, telephone, calculator, and general office equipment

### **EQUAL OPPORTUNITY EMPLOYMENT:**

The Wheelwright Museum is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to age, sex, race, color, ancestry, religious creed, national origin, pregnancy, physical or mental disability, medical condition, marital status, political affiliation, sexual orientation, gender identity, individual genetic information, disabled veteran or Vietnam Era Veteran Status.

**AMERICANS WITH DISABILITIES ACT:**

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

**JOB RESPONSIBILITIES:**

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. The Wheelwright Museum may change the specific job duties with or without prior notice based on the needs of the organization.

Submit to: Jean Higgins, Wheelwright Museum Executive Director, [Director@Wheelwright.org](mailto:Director@Wheelwright.org)