



NORTHWEST  
AFRICAN AMERICAN  
MUSEUM

## **Job Description**

Title: Security & Facilities Assistant

Time: Part-time (20 to 25 hours per week) at approx. \$16/hour

The Northwest African American Museum seeks a responsible and attentive Security & Facilities Assistant. This position ensures the safety and security of museum's visitors, staff, volunteers, property, and grounds. Additionally, this position supports the upkeep of the museum's building and grounds. The Security & Facilities Assistant will be people-centered and team-oriented with strong interpersonal communication skills, exemplary customer service, and a hands-on positive attitude. The Security & Facilities Assistant will be responsible for the following primary areas of responsibility:

### **ESSENTIAL FUNCTIONS:**

#### Security, Event Support

- Patrol assigned areas to ensure safety of visitors, staff, volunteers, property, and grounds according to museum policies and procedures
- Respond and investigate calls and incidents, observed or dispatched, in a respectful, fair, and consistent manner. Respond to and investigate all security issues incidents including, but not limited to, disruptive behavior and other violations of museum policies and procedures
- Provide event support for museum and private events at the Northwest African American Museum, including event set up and take down, security as well as in-event janitorial needs (cleaning up spills and touching up bathrooms, etc.)

#### Janitorial, Grounds and Organization

- Tidy up public restrooms, hallways and galleries on a scheduled basis and as needed
- Maintain NAAM grounds for cleanliness and pristine condition according to maintenance best practices

### **Essential Requirements**

- Proven experience in providing excellence in security services
- A sense of service, leadership, humility, and a passion for people
- Ability to multitask in a fast-paced environment
- Team player with a positive attitude and versatility
- Excellent verbal and written communication skills
- Flexible schedule
- Availability to work evenings and weekends