



## Gallery Attendant (Hourly)

**Summary:** Provide 24/7 security for the Frick Art Museum (FAM) and maintain a secure environment for the collection objects, staff and visitors. Politely engage visitors to assist with general site questions and information about upcoming events and programs, and to encourage membership sales.

**Reports to:** Director of Operations and Visitor Services

**Hours:** Two to four days per week. Days and hours vary according to shift. On call as needed for replacement duty.

### Hourly

---

### Responsibilities:

- Maintain a high profile and provide security for collection objects, staff and visitors.
- Interface politely with visitors and provide general site information.
- During non-public hours, control access to FAM by admitting only authorized personnel.
- Monitor temperature and humidity levels throughout FAM which includes monitoring basic operations of the HVAC equipment.
- Monitor site-wide Pinnacle access control system.
- Provide security for special events at FAM and assist the event coordinators in enforcing museum regulations.
- Provide contractors access to necessary areas and equipment following the guidelines of our museum security policies.
- Handles other duties as requested by management.

### Qualifications:

- Excellent interpersonal skills and the ability to engage the public in a friendly professional manner
- High degree of reliability and trustworthiness
- Computer experience with Windows
- Previous security experience desired
- Clearance Act 33/34 clearance and a criminal background check
- Flexibility in scheduling to cover other shifts as needed and the ability to respond quickly to scheduling changes
- Ability to monitor electronic security and HVAC equipment
- Physical ability to access all areas of FAM