

MFA *The Museum of Fine Arts, Houston*

Position Available

Title:	Weekend Exhibition Guard
Reports To:	Security Manager, Bayou Bend and Rienzi
Pay Type:	Part-Time, Regular, Non-Exempt 9hrs/week
Salary:	\$10.00/hr.
Benefits:	Retirement Plan, Museum Membership and Discounts
Work Schedule:	Saturday and Sunday
Work Location:	Bayou Bend, a non-smoking facility

Responsibilities:

- Observes visitors and works of art and protects against vandalism and theft
- Interacts with visitors to give directions and enforce museum rules
- Performs other duties as assigned including posts for check room and door guard
- Completes written reports of accidents and incidents

Skills, Knowledge and Abilities:

- Must be able to work standing, walking, climb stairs and lift up to 50 lbs. (able to lift a fire extinguisher or small child)
- Should have good verbal communications skills in order to speak to visitors and be understood, good written skills for making written reports
- Must be tactful and polite for dealing with public
- Must have good grooming and personal hygiene
- Must be observant in order to detect and report unusual behavior or circumstances
- Must be alert and able to respond quickly in an emergency

Education and Experience:

- High school graduate
- Previous experience in security is helpful, but not required (guards will be trained)
- Bilingual, Spanish speaking candidates preferred
- Security Officers are required to maintain non-commission status through the Texas Commission on Private Security
- All applicants are required to have a valid state issued ID or driver license in order to complete the application process

How to Apply:

Send resume to Human Resources, Job 20-055SEC, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfa.org