MUSEUM ATTENDANT

CLASS CONCEPT

Museum Attendants patrol, monitor and inspect museum galleries for any irregular or unauthorized activities or unsafe conditions. Incumbents are responsible for enforcing patron and staff compliance with general safety and security rules and regulations and observing all common safety practices; preventing hazards, such as fire, theft, accidents and trespass and/or protecting Museum property during exhibits.

Duties performed by museum attendants include the following: check assigned building areas during each shift and monitor points of entry, exit, and interior areas; conduct or maintain attendance counts; patrol the museum during regular business hours and special events; report fires, acts of vandalism, theft, illegal entry, and any other unauthorized or irregular activity; maintain order, watch for rule infractions and irregularities, and report infractions and irregularities to Supervisors. Incumbents in these positions assist patrons by providing facility information, directions to entrances and exits and lost and found information, and may perform elementary first aid including CPR. They may assist in the set-up or break-down of tables, chairs and equipment for special events.

Positions in the Museum Attendant classification are distinguished from the Security Guard Series by their lack of responsibility for carrying firearms, chemical irritants or other weapons, or making arrests. Positions in this class may detain persons awaiting the arrival of law enforcement personnel.

MINIMUM QUALIFICATIONS

Applicants for Museum Attendant positions are expected to possess the skills, knowledge and abilities essential to the successful performance of the duties assigned to the job.