



THE KREEGER MUSEUM

Position: Part time Operations/Security Assistant

Supervisor: Operations Manager

Start Date: June 2018

Hours: Approximately 20 hours/week* (T/W/Th: 9:00 to 4:00 PM)

Salary: \$18/hour

Assist Operations Manager with oversight of physical plant, grounds operation of Museum and act as gallery and Museum grounds Security.

The Operations/Security Assistant is responsible for assisting with the smooth operation, security and maintenance of the Museum and grounds. This includes care of permanent collection, installation and de-installation of exhibitions, AV and PA set-up and on-site contractor coordination.

Candidate must have the ability to multi-task, assist in a set-up of Museum programs, often requiring heavy lifting, be a team player, and be flexible and well organized.

Evening and weekend hours required. A background in art museum work preferred.

* Extra hours available for special events

Submit CV to:

Ivan Delgado
Operations Manager
operationsmanager@kreegermuseum.org