



## Job Description: Maintenance/Security

The Durham Museum is seeking an individual to work on a part-time basis on the weekends in our maintenance/security department.

### Qualifications:

- Two to three years custodial experience
- Some security experience
- Light maintenance experience
- Must be able to lift heavy objects
- Ability to assist and interact with museum guests

Must have a flexible schedule due to evening events held at the museum.

**Required Skills and Abilities:**

- Must be able to stand, bend, stoop, and use hands continuously for extended periods of time.
- Must be able to lift boxes up to 50 lbs. to unload and stock merchandise.
- Ability to handle stressful situations and deadlines.
- Excellent verbal and written communication skills.
- Proven organizational skills and ability to multi-task.
- Proven ability to work with and motivate diverse groups of people.
- Ability to take ownership of problematic situations using proper judgment to find possible solutions or alternatives while maintaining guest relationships.
- Proficient with all Microsoft Office programs.
- Work schedule is Tuesday through Saturday, but may also require other days and evenings to accommodate museum special events.

**Send your resumes to: [sklein@durhammuseum.org](mailto:sklein@durhammuseum.org)**