

**Title: Maintenance Associate/Security Guard**

Reports to: Manager of Facilities and Security

Works With: Department directors, staff, volunteers

Status: Part time, non-exempt, two weekdays per week (14 hours), with occasional Saturday and evening hours

**Scope of Work**

The maintenance associate/security guard performs routine cleaning and general maintenance of the Society's buildings and grounds, and helps to ensure the protection and safety of the Society's facilities, collections, visitors, and staff. The successful candidate will be able to interact positively with staff and visitors and have knowledge of general housekeeping and basic building and equipment maintenance and repair. The position requires standing for long periods of time, climbing stairs and ladders, and the ability to lift/move up to 50 pounds.

**Responsibilities** (*duties performed under the direction and supervision of the manager of facilities and security*)

**Maintenance Associate**

- Clean all public and non-public spaces
- Perform basic groundskeeping around the buildings
- Perform general maintenance of buildings and grounds
- Alert the manager of facilities and security of any building maintenance issues
- Set-up and clean-up for programs and events
- Assist other staff in lifting and moving materials
- Other duties as assigned

**Security Guard**

- Ensure the protection and safety of the Society's facilities, collections, visitors, and staff
- Open and close the Society's buildings according to security policies and procedures
- Provide a visual security presence and conduct rounds of galleries and other public areas
- Interact positively with staff and the general public and assist visitors and staff as necessary
- Monitor galleries to ensure collections are secure and exhibition components are in proper working order
- Conduct rounds of non-public areas to ensure security and to check that mechanical systems are functioning properly
- Alert the manager of facilities and security and other appropriate staff of any security and/or facilities problems and concerns
- Be familiar with and understand the Society's Emergency Procedures Manual and carry out emergency procedures if necessary
- Be knowledgeable in the set-up and use of audio/visual equipment
- Other duties as assigned

## **Minimum Qualifications**

- Dependable, organized, efficient, honest, and conscientious
- High school diploma or equivalent
- One to three years custodial and maintenance experience
- Knowledge of general housekeeping
- Basic building maintenance and repair skills
- Good customer service skills and comfortable working around people of all ages
- The ability to use good judgment to protect the Society's historic building and library and museum collections while working on original building materials and in close proximity to historical objects
- Ability to lift/move up to 50 pounds and perform regular physical activity including climbing stairs and ladders, kneeling, bending, and standing for long periods of time
- Valid driver's license
- Must pass a criminal background check
- All New Hampshire Historical Society staff are required to be fully vaccinated against Covid-19

## **About the New Hampshire Historical Society**

Founded in 1823, the New Hampshire Historical Society is the fifth-oldest historical society in the nation and one of New Hampshire's leading cultural organizations. It is the only institution devoted to saving, preserving, and sharing all aspects of New Hampshire's history.

The Society has saved and preserved the most extensive collection of objects, archives, books, and research resources related to New Hampshire history that can be found anywhere. Headquartered in the state's capital city, the Society uses its vast resources to serve thousands of adults and children each year through its library, museum, website, publications, exhibitions, public programs, and youth and school educational programs. In recent years the Society has undertaken major initiatives to serve more people and expand access in three focus areas: increased public programming; accelerated digitization of the collections and expanded access through an integrated online collections catalog; and increased support of New Hampshire social studies teachers and education.

The Society's key priority programmatic and organizational goals are: to enhance the lives of residents and visitors by fostering a greater appreciation of our common history and culture; to improve the quality of history, civics, and social studies education statewide; and to continue to strengthen the organization's financial sustainability.

The New Hampshire Historical Society is an independent nonprofit organization that receives no financial support from state government. It is financially strong and has a growing statewide membership. The Society is governed by a 22-member board of trustees and currently has a paid staff of 14 full-time and 11 part-time employees, supported by volunteers and interns. The Society has been accredited by the American Alliance of Museums since 1985. For more information, visit [nhhistory.org](http://nhhistory.org).

## **How to Apply**

To apply, please send resume as a PDF to Tom Chase, Manager of Facilities and Security, at [tchase@nhhistory.org](mailto:tchase@nhhistory.org). Subject line of the email should read: "Maintenance Associate/Security Guard [Your Last Name]." For more information call Tom Chase at 603-491-3458.