



HARRIET
BEECHER
STOWE
CENTER

Her words changed the world.

Security and Site Operations Officer

Position Description

Actively monitor the grounds and buildings of the Harriet Beecher Stowe Center to ensure a safe, secure and welcoming environment. Assist with maintenance and physical upkeep of the historic buildings and grounds in a condition appropriate to the Center's public mission. A member of an active and committed team, the Security and Site Operations Officer reports to the Visitor Center Coordinator and works closely with the Collections Manager, Buildings and Grounds staff, and Historic Gardens Consultant.

Responsibilities:

- Patrol site regularly both indoors and outdoors to monitor the buildings, grounds and guests
- Be present and visible to deter inappropriate behavior
- Assist with guest services such as way-finding, escorting individuals and groups, facilitating accessibility, answering general questions, and helping with parking
- Meet Stowe Center standards for exceptional customer service
- Report suspicious behavior and use judgment on when to contact the authorities
- During an emergency, take appropriate action to ensure the safety of the staff and visitors
- Assist Buildings & Grounds staff with seasonal grounds and garden care including weeding, watering, pruning and removal of snow and ice
- Remove debris from grounds, walks, porches; help maintain cleanliness of buildings and site
- Assist staff with meetings, programs, and events: facilitating traffic and parking, way-finding, space set-up and breakdown.
- Assist collections staff with transferring artifacts from one space to another, arranging exhibit layouts or display units, and painting space or panels, backgrounds, etc., as needed
- Perform all other duties as assigned

Qualifications:

Friendly, people oriented, and comfortable with various security situations. Reliable and punctual. Honest, organized, goal oriented, and competent. Able to juggle multiple tasks; handle historic artifacts; lift up to 50 pounds, and perform physical labor. Basic knowledge of computers and use of email. Maintain effective working relationships. Communicate effectively; speak, read, and write English, easily understood in spoken English, and comprehend written instructions. Possess good judgment. Available for emergency situations and a flexible work schedule including weekends. *Required:* High school graduate or equivalent. *Preferred:* Some college and/or 1 – 2 years relevant experience.

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This is a full time position. Benefits include health insurance, vacation and sick leave. The Stowe Center is committed to affirmative action, equal opportunity and the diversity of its staff. Review of applications begins immediately and continues until position is filled.

HOURS OF WORK

37.5 hours per week. Tuesday through Sunday, some evenings included. This is a non-exempt position.

Application Procedure

Send cover letter, resume, and 3 professional references to: Security and Site Operations Officer Search, Harriet Beecher Stowe Center, 77 Forest Street, Hartford, CT 06105 or hr@stowecenter.org. Applicants are subject to a background check and job skills test.

The Harriet Beecher Stowe Center preserves and interprets Stowe's Hartford home and the Center's historic collections, promotes vibrant discussion of her life and work, and inspires commitment to social justice and positive change.

The Harriet Beecher Stowe Center is an equal opportunity employer. Women, members of protected classes, and individuals with disabilities are encouraged to apply.

August 2010