



SECURITY GUARD

Position Overview:

This front-line position has a significant role in ensuring the safety of Mechanics Hall event patrons and the security of the facility. In addition, Security Guards represent Mechanics Hall to the general public and shape the public's perception of the quality of events and services at the Hall. As such, Security Guards must be able to interact with the public in a pleasant but professional manner while being constantly aware of potential security concerns and enforcing Hall security policies and procedures. They are also responsible for assisting with the execution of the emergency response plan and evacuation of the building when necessary.

Responsibilities:

- Greet event patrons direct them to event venues
 - Answer patron questions about events and the Hall
 - Perform bag searches and metal detector wand sweeps for certain events
 - Monitor public access to the building and ensure that only people attending events or having business in the building are admitted
 - Visually sweep the building for potential safety issues and lost items
 - Be aware of and enforce appropriate facility rules
 - Assist Event Supervisor and house staff in dealing with unruly patrons
 - Must be aware of and follow the proper procedures for assisting patrons with disabilities
 - Understand emergency response and evacuation plans and execute them when needed
 - Assist Event Supervisor in room equipment set ups and changes
 - Monitor vendor equipment load-in and load-out
 - Open the building, unlock appropriate rooms and turn on lights in preparation for scheduled events
 - Close the building ensuring that lights are off, rooms are locked and alarm is active
 - Other duties as assigned
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Qualifications:

- Courteous, engaging and friendly personality
 - Maintain a professional, neat and well-groomed appearance, adhering to the Mechanics Hall dress code requirements
 - Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise and firmness
 - Able to communicate effectively in English
 - Must be observant, thorough, responsible and punctual
 - Ability to meet physical demands of the position including walking, standing for extended periods, climbing stairs repeatedly and lifting heavy items (50 lbs.) waist high
 - Able to work a varied schedule consisting of frequent late nights, early mornings, weekends, and holidays
 - High School diploma or equivalent
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This part-time, hourly position reports to the Event Supervisor. Rate of pay is \$16 per hour. The number of hours per week will vary depending on the events schedule.

Applicants must include a cover letter and resume. No phone calls, please. Email jobs@mechanicshall.org



Organization Overview:

Mechanics Hall is considered the nation's finest pre-Civil War performance hall and it is a beloved community gathering place in Central MA. The Hall is a 501(c)3 non-profit organization owned and operated by the Worcester County Mechanics Association. Our mission is to serve the community by offering the Hall for events that enrich, inspire, and enlighten. It is a National Historic Landmark building and has served the Worcester community since 1857.

Equal Opportunity Employer:

Mechanics Hall is an equal opportunity employer and contractor. We do not discriminate and do take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the bases of race, color, religion and creed, gender and gender expression, age, national origin and ancestry, disability, marital status, sexual orientation, military status, veteran status, and any other characteristic protected by law. We recognize the injustice of job discrimination in any form and require the full cooperation of all Mechanics Hall employees to ensure the successful operation of our Equal Employment Opportunity Policy. Research suggests that women and BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive at Mechanics Hall to apply for this role.