

Minnesota Children's Museum Internship Position Description

Position Title: Security Intern

Department: Security

Supervisor Title: Security Lead

Classification: Intern, Temporary Part-time

Institutional Mission

Sparking children's learning through play

Position Summary

This position is responsible ...

Monitor patrons for proper display of admissions sticker. Monitor and control Minnesota Children's Museum parking area. Patrol Museum property, interior and exterior, monitoring for suspicious activity and securing entry/exit points. Setup up chairs and tables in Museum rooms for events, programs and rentals. Notify all recipients of in-coming packages. Be the liaison for out-going packages between the sender and the courier. Escort patrons/employees to their vehicles (upon request) when able to leave building. Monitor the visitor Coat Room during busy times to assist visitors with lockers, accessible areas to hang their coats and deter theft. Assist visitors at the security desk with general questions including bus schedules, driving directions, local restaurants, Museum policies, etc.

Major Job Accountabilities

This is an estimate of the duties to be included in the internship. The exact duties and projects will be determined by mutual agreement of the intern and museum staff. All duties will be carried out with the direction and supervision of Security staff.

% of
Time

Note: Add more if necessary. Please expand the explanation of accountabilities when appropriate and be watchful of using too many terms that may only be recognizable to MCM staff. Use descriptions when appropriate.

20%	Patrol rounds throughout building interior
20%	Lobby and camera monitoring
20%	Visitor assistance
15%	Coat Room monitoring
15%	Security Log documentation
10%	Event set up

Knowledge, Skills and Abilities Required

1. Formal education in related field : Security and/or law enforcement
2. Ability to organize time and work independently, follow directions and complete tasks in an effective manner.
3. Skill in coordinating tasks and projects.
4. Computer skills, including word processing.
5. Ability to work well with people.
6. Interpersonal communication.
7. Ability to complete detailed reports.
8. Assist visitors in reporting lost items and claiming found items.

Training Provided

1. Museum background and philosophy.
2. Video surveillance system
3. Controlled access and alarm monitoring software
4. General security policies and procedures