

CHIEF OF SAFETY AND SECURITY

The Fenimore Art Museum and Fenimore Farm have an opening for a Full-time, Year-round Chief of Safety and Security. This position requires a minimum of 40 hours per week, a clean NYS Driver License and a NYS Security Guard Registration Card.

In addition to identifying and addressing all security and safety needs of the Fenimore Art Museum and Fenimore Farm, the position includes coordinating the hiring, training and evaluating of all security staff. Duties include: Scheduling, first aid and CPR training, implementing all OSHA mandated programs and ensuring there is always the minimum staff required for 24-hour coverage.

Requirements also include excellent written and verbal skills, management or supervisory experience and the ability to work overtime when necessary. A background in law enforcement preferred. EOE. Salary \$50,000 - \$65,000.

PART-TIME **ADMINISTRATIVE ASSISTANT**

The Development Department for the Fenimore Art Museum and Fenimore Farm seek a part-time Administrative Assistant for approximately 15- 20 hours per week.

The chosen candidate will work closely with the development team to assist with administrative duties, bulk mailings, updates to the donor database and general office support including copying, filing, answering phones, and returning emails.

This position requires the ability to handle confidential information, represent the institutions in a professional manner, and set a positive tone as a representative. Excellent writing and communication skills necessary. EOE. \$17 - \$18 per hour.

CUSTODIAL POSITION

Full Time, Year Round Position

The Fenimore Art Museum in Cooperstown, NY has an opening for a full time Custodian. This is an entry level position with room to grow. Experience helpful, but not necessary. Excellent benefit package and a pleasant work environment. This position is 40 hours per week, including one weekend day. Some flexibility and occasional overtime required. Hourly starting rate of \$17-\$19 per hour. EOE

Please send a resume or letter of interest and a completed application to: Mary Myers, Fenimore Art Museum, PO Box 800, Cooperstown, NY 13326. Applications can be found online at fenimoreartmuseum.org or fenimorefarm.org.