

Museum Security Officer

Part -Time

Hourly – Non-exempt

General Statement of Duties:

This position is responsible for patrolling and ensuring the security and safety of the Museum and artwork. The position also provides assistance and customer service for Museum visitors, answering questions and giving directions as needed.

Department:

Museum

Position Reports to:

Museum Curator & Executive Administrator

Examples of Duties Performed:

Duties may include, but are not limited to the following:

- Routinely patrol Museum perimeter and galleries to ensure the safety of artwork and premises.
- Assist in opening and closing of galleries, including turning on and off lights, and opening or securing doors and windows, and securing buildings, rooms and workspaces.
- As required, relieve the Museum Admissions Clerk during required meal and lunch breaks.
- Report health, safety, facility and security concerns.
- Write clear, concise and legible reports.
- Other duties as assigned by Supervisor.

Knowledge, Skills and Abilities:

- Six months or more experience working as a security officer, guard or asset protection agent preferred. Museum experience preferred but not required.
- Ability to work independently with a minimum of supervision in accordance with established procedures.
- Excellent customer service, communication (verbal and written), interpersonal and problem solving skills.
- Knowledge of computers, data processing software, and email programs.
- Ability to maintain accurate and complete records.
- Ability to read, understand and follow department and Center-wide policies and procedures.
- Able to learn and carry out each function of the assigned shift(s).
- Able to learn how to operate a portable radio/phone.
- Must have a responsible character with solid references.

Compensation:

\$9/hour

Work Schedule:

20 - 25 hours per week, Tuesday - Sunday. Flexibility can be made with respect to final schedule. Hours may vary during exhibitions or during Museum turnaround when Museum is closed on weekends.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hand to finger, handle or feel objects, tools and/or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must occasionally lift and or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is moderate.