

**POSITION: LEAD SAFETY AND SECURITY ASSOCIATE**

**Job Status:** Hourly, Full time - approximately 40 hours per week  
Hourly, Part Time Weekend – approximately 16 – 20 hours per week depending on shift

**Work Schedule:** Full Time Monday through Friday with 4 shifts available on our 24/7 schedule  
Part Time Saturday and Sunday with 4 shifts available on our 24/7 schedule

**Compensation:** \$18 per hour to start

**Position Summary:**

The Lead Safety Associate will work under the Manager of Safety and Security as an unarmed first responder for the safety and security of the Museum collection, visitors, and staff while adhering to all Museum policies, procedures, and values of visitor experience excellence. The role includes workplace safety, fire safety systems, video management programs, access controls, prevention of unsafe actions and operations during institutional functions, and assisting Manager of Safety and Security develop and facilitate employee training. Additionally, the Lead Safety Associate is responsible for monitoring and dispatching security personnel to stations and various situations throughout the property.

The Lead Safety Associate will divide their work week with other Leads, with some overlap to be expected, to ensure that the Museum is monitored 24 hours a day, 7 days a week, for all 12 months of the year. In the absence of the Manager of Safety and Security, the Lead(s) are responsible for the operations of the Safety team.

**Essential Functions:**

- Remaining current on and enforcing all Museum policies and procedures.
- Effectively secure the building and property as needed for each shift. This includes but is not limited to ensuring appropriate access for authorized individuals, patrolling the interior and exterior of the property, and security and maintenance inspections.
- Monitor and check doors to prevent access by the public to restricted areas, ensuring that only authorized individuals are permitted appropriate access to the property.
- Maintain a physical security presence within museum spaces open to the public to prevent and address policy violations, assist visitors when needed, and be the first responders in emergency situations and other incidents as necessary.
- Help maintain a safe environment by reporting emergencies and hazardous, or unsanitary conditions to the appropriate authorities.
- Monitor & operate CCTV equipment.
- Communicate with local law enforcement and fire safety organizations.
- Create and maintain logs and reports.
- Assist the Manager of Safety and Security in overseeing and facilitating onboarding training and additional professional development training.

**Knowledge, Skills, and Abilities:**

The Lead Safety Associate must display leadership skills and be able to communicate effectively with both children and adults in a courteous and professional manner. Able to work as a team member, receiving oral and written instructions from the supervisor.

- Minimum 1 year of supervisory experience, ideally in a safety or security role.
- At least 1 year of experience in security services, military, first responder, or related fields.
- Able to pass a criminal background check, with no felony convictions. Candidates must also have no misdemeanor convictions for criminal sexual conduct or related offenses, theft, assault, illegal substances, multiple alcohol related offenses, or crimes of moral turpitude.
- Must be able to successfully pass a drug test (including marijuana) at the time of hire and thereafter upon request.
- Intermediate computer skills required – Comfortable with Microsoft Office, Email, Internet, and able to learn new software and systems.
- Have or willingness to obtain and maintain CPR/1<sup>st</sup> Aid/AED Certification.
- Bilingual preferred.
- Physical Requirements:
  - Must be able to use hands and fingers to handle or feel objects, tools, or controls
  - Must be able to reach with hands and arms, and to hold objects
  - Must be able to sit, stand, or walk for 8-12 hour shifts, including walking long distances, and up and down stairs
  - Must be able to occasionally lift up to 50 pounds
  - Must be readily able to respond to emergency situations
- Ability to work independently with little or no supervision.
- Knowledge and Appreciation of Art and Art History ideal.