

POSITION: SAFETY AND SECURITY ASSOCIATE

Hours: Part-Time/Hourly – approximately 20 hours per week

Work Schedule: Based on Museum Open Days and could include days, nights, weekends, and holidays as required.

Compensation: \$16.00 per hour to start

Position Summary:

The Safety and Security Associate will work under the supervision of the Manager of Safety and Security and the Lead Safety Associates as an unarmed first responder for the safety and security of the Museum collection, visitors, event guests, and staff while adhering to all Museum policies, procedures, and values of visitor experience excellence. The role includes safety systems, access controls, the prevention of situations that could jeopardize the safety and operation of the Museum during all types of institutional function. Additionally, the Safety Associate is responsible for physically monitoring Museum spaces, ensuring the safety of visitors and the collection in various situations throughout the property.

The Safety Associate will divide their work week with other Associates, 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.

Essential Functions:

- Remain current on and enforce all Museum rules and policies.
- 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.
- Work with and support the Visitor Experience and Safety team in facilitating excellent customer service for all visitors.

Knowledge, Skills, and Abilities:

The 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. They must maintain a cooperative and pleasant work relationship with fellow employees, volunteers, and visitors.

- Experience in security services, military, first responder, or related fields preferred.
- Must have either a high school diploma or GED equivalent.
- Bilingual preferred.

- Able to pass a criminal background check, with no felony convictions, and no misdemeanor convictions for criminal sexual conduct or related offenses, theft, assault, illegal substances, multiple alcohol related offenses, or crimes of moral turpitude, is required.
- Must be able to successfully pass a drug test at the time of hire and annually thereafter.
- Must be or willing to become CPR/1st Aide/AED Certified.
- Computer skills required – Comfortable with Email, Internet, and able to learn new software and systems.
- Knowledge and Appreciation of Art and Art History ideal.
- 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 walk up and down stairs and be on your feet for the majority of your shift.
 - Must be able to move, bend, stoop, reach, and lift up to 50 pounds.
 - Must be readily able to respond to emergency situations