



Security Guard

Reports to: Director of Facility & Security Services

Objective: Security guards are responsible for all aspects of Museum security and security management, with the direction and support of the Director of Facility & Security Services. Responsibilities include surveilling exhibits and galleries, assisting in facility monitoring—especially HVAC, fire detection, and fire suppression systems—and monitoring facility entrances for all staff and personnel arrivals and departures, as well as all materials entering or leaving the building.

Position Duties and Responsibilities:

- Monitors all security equipment and systems.
- Monitors all fire detection, fire suppression and HVAC systems.
- Monitors, controls, and records all traffic of art, artifacts, materials, and people entering or leaving all areas of the building.
- Monitors and maintains general collections and exhibit security.
- Makes regular patrols of the interior and exterior of the facility, consistent with the maintenance of the highest levels of facility security and safety.
- Works in harmony with other security and facility personnel that are present during the work shift, understanding the priorities and focus of each day, and maintaining proper communication with all other security personnel on duty.
- Monitors all potentially dangerous, unsafe, or hazardous situations, circumstances and occurrences, and recommends an appropriate course of action to the Director of Facility & Security Services.
- Recommends, implements, and maintains appropriate practices to provide security for all art and artifacts used in Museum exhibits, programs, and special events.
- Recommends, implements, and maintains practices to provide appropriate personal safety and physical security for all persons participating in Museum operations, exhibits, or programs.
- Reads and retains all appropriate elements of the Museum's Policies and Procedures Manual, the Disaster Response Manual and all HVAC and Fire Detection/Fire Suppression Manuals.
- Updates the Quick Reference Manuals, Security Manuals, and Disaster Response Manuals as needed.
- Available to work the many evening events that the Museum has.
- Assists with other Museum operations as necessary.
- Other duties as assigned.
- Museum operations require security 24 hours a day, seven days a week on a year-round basis. Accordingly, security personnel will be required, as appropriate and necessary, to work some regularly scheduled holidays. Should this occur, then a mutually agreeable alternate day off would be provided.

Commitment to the Mission, Vision, and Values of the National Museum of Wildlife Art (NMWA):

Mission:

Impart knowledge and generate wonder through art and education.

Vision:

Inspire connections with wildlife and nature.

Values:

Integrity, Excellence, Collaboration, Transparency, Accountability, Financial Responsibility

Qualifications:

This individual should be conversant with, and proficient in, all currently accepted standards of general security practices, museum security and management. The security guards will possess the ability to communicate effectively with all elements of the general public, police departments, and Museum staff in a fashion that reflects well on the Museum as a whole. Must be able to work in a coordinated fashion with exhibit and materials shippers and staff installing exhibits. Must have the ability to assess situations and make an appropriate determination of realistic courses of action.

Benefits:

- Non-exempt role paying \$24.20 per hour
- Full time NMWA benefits for full-time employee
 - Housing and Transportation Stipend
 - Medical, Dental, and Vision coverage
 - Life Insurance
 - 403(b) Retirement Plan Contribution
 - 20 PTO days
 - 11 Paid Holidays

Physical Requirements:

- Ability to stand, sit, reach, and kneel at various time during the working day
- Ability to work on a computer for up to 8 hours a day
- Ability to lift up to 15 pounds
- Ability to use the phone for extended period of times
- Ability to operate a car