

HUNTSVILLE MUSEUM OF ART

Job Description: Full-Time Security Guard

Department: Security
Reports to: Security Supervisor
Classification: Non-exempt

Applicants: Send all Full-Time Security Guard applications (resumes and cover letters) to Harold Lamberson at hlamberson@hsvmuseum.org.

Job Details: Seeking a Full-Time Security Guard at the Huntsville Museum of Art to work flex hours during nights on an as needed basis. Pay starts at \$10.00 an hour for 40 hours per week with benefits, plus cleaning fee per event. *No smoking on Museum grounds.*

Under the supervision of the Security Supervisor, ensures the security and safety of the Museum complex, the visitors and staff, with an emphasis on high security of the art work. *Must have a valid driver's license and vehicle.*

Duties

1. Overall

- a. Performs closing of the Museum
- b. Monitors activity in all Museum public spaces, entrances and exits, via closed circuit security cameras and monitors
- c. Insures that all alarm systems, security systems, and electronic surveillance and recording systems are properly set and disarmed daily, according to standard operating procedure
- d. Enters activities, including all visitors and vendors, entering through the service entrance, into the daily security log
- e. Records all art works that enter and leave the Museum
- f. Shares on-call duties with all other full time security personnel
- g. Follows all standard operation procedures for the Security Department
- h. Completes accident or incident reports for an person who falls, who is injured or suffers a physical ailment while on Museum property

2. Galleries

- a. Records daily visitor count
- b. Maintains security of art work upon opening of exhibition to the public; monitors visitor behavior in the galleries
- c. Regulates staff, visitor, public and volunteer access to secured areas of the Museum, as well as galleries which are under construction or galleries which are closed
- d. Makes regular checks on the condition of the art works on exhibit; reports any changes in the condition of the artwork to the Curatorial Department
- e. Checks and records the readings on the thermographs at least three times daily
- f. Performs daily count of art works on exhibit

- g. Interacts in a friendly, professional way with visitors and staff; provides information to visitors as needed
- h. Maintains a presence in the galleries at all times that visitors are present

3. General

- a. Sets up and breaks down tables and chairs for each event, whether a rental or in-house event. This includes the ability to lift 6 and 8 foot tables, weighing 54 pounds each, as many as 20 times daily
- b. Clean up after rental and in-house events, including taking out trash, cleaning restrooms, and other basic housekeeping tasks
- c. Assists custodian with taking out trash and other tasks when possible
- d. Assists auxiliary groups, such as the Women's Guild and Gala Committee, with unloading and loading of items, and provides other assistance when at all possible

Training and Experience

- e. Supervisory experience, minimum of four years required
- f. Prior experience and training in security operations desired, but not required
- g. Working experience in mechanical engineering a plus

Abilities and Skills

- h. Must pass a pre-employment security background check with no past criminal record
- i. Must pass a pre-employment drug screening
- j. Must maintain self-control and professional demeanor
- k. Must work well with others and show a spirit of cooperation
- l. Must demonstrate a positive, team-oriented attitude
- m. Must work well under pressure and with crowds
- n. Must demonstrate a willingness to speak with visitors and project a positive impression of the Museum's exhibitions and programs to visitors