

# **HUNTSVILLE MUSEUM OF ART**

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**Job Description:** Part-Time Security Guard/Special Events Assistant  
**Department:** Security  
**Reports to:** Security Supervisor  
**Classification:** Non-exempt, partial benefits

## **Position Overview:**

The Huntsville Museum of Art (HMA) is seeking a Part-Time Security Guard/Special Events Assistant. This person must be available to work weekdays, as well as flexible hours during nights and weekends on an as-needed basis. **DO NOT APPLY UNLESS YOU ARE ABLE TO WORK THESE FLEXIBLE SHIFTS.**

Under the supervision of the Security Supervisor, the Part-Time Security Guard/Special Events Assistant ensures the security and safety of the Museum complex, the visitors and staff, with an emphasis on high security of the art work. This position also requires the individual to assist with the setup and breakdown of tables, chairs, etc. for special events (both in-house and rentals). Responsibilities include patrolling areas of assignment to prevent theft, damage and vandalism of the art or other property; daily completion of activity logs and incident reports; key management and access control.

The ideal candidate must be able to successfully interact with staff, vendors and Museum guests on a regular basis. This individual must maintain good working knowledge of the Museum exhibits and displays and be prepared to answer visitor questions. This person must always maintain a clean and professional appearance.

The Security Department maintains a presence at the Museum during regular Museum hours, as well as during any special events. Periodic evening and weekend availability is required to support after- hours and weekend events.

Additional on-site, exhibit-specific training will be provided. Partial uniforms will also be provided.  
*HMA is a non-smoking facility.*

## **RESPONSIBILITIES**

### **1. Security**

- a. Monitor activity in all Museum public spaces, entrances and exits, via closed circuit security cameras and monitors
- b. Ensure that all alarm systems, security systems, and electronic surveillance and recording systems are properly set and disarmed daily, according to standard operating procedure
- c. Record activities, including all visitors and vendors, entering through the service entrance, into the daily security log
- d. Record all art works that enter and leave the Museum
- e. Follow all standard operating procedures for the Security Department
- f. Complete accident or incident reports for any person who falls, who is injured or suffers a physical ailment while on Museum property
- g. Record daily visitor count
- h. Maintain security of artwork upon opening of exhibition to the public; monitor visitor behavior in the galleries
- i. Regulate 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
- j. Make regular checks on the condition of the artworks on display; report any changes in the condition of the artwork to the Curatorial Department
- k. Monitor and record the readings on the thermographs at least three times daily
- l. Perform daily count of artworks on display

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- m. Interact in a friendly, professional way with visitors and staff; provide information to visitors as needed
- n. Maintain a presence in the galleries at all times that visitors are present

### **2. Special Events**

- a. Set up and break 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 as needed
- c. Assist custodian with taking out trash and other tasks when possible
- d. Assist auxiliary groups, such as the Museum Guild and Gala Committee, with unloading and loading of items, and provide other assistance when at all possible

### **REQUIREMENTS**

- a. Prior experience and training in security operations preferred
- b. Must have a valid driver's license and vehicle
- c. Must pass a pre-employment security background check with no past criminal record
- d. Must pass a pre-employment drug screening
- e. Must be able to patrol all areas of the Museum grounds on foot
- f. Must be able to lift up to 55 lbs
- g. Must demonstrate a positive, team-oriented attitude
- h. Must work well under pressure and with crowds while maintaining a calm demeanor
- i. Must demonstrate a willingness to speak with visitors and project a positive impression of the Museum's exhibitions and programs to visitors

*The above responsibilities are generalizations to describe the principal work functions of the job and shall not be considered as a detailed description of all work requirements that may be in the position.*

Send Part-Time Security Guard/Special Events Assistant application (cover letter, resume, and three professional references) to [careers@hsvmuseum.org](mailto:careers@hsvmuseum.org).

**The Museum hires for multiple position openings at any given time, so please include the full title of the position that you are applying for in the subject of your e-mail. No phone calls please.**