

## **Huntsville Museum of Art:**

**Position: Part-Time Security Liaison Assistant – 20 hours a week**

**Department: Security**

**Reports to: Security Liaison**

### **Job Description:**

The Huntsville Museum of Art (HMA) is seeking a mature Part-Time Security Liaison Assistant. This person must be available to work evenings during the weekdays, 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 Liaison, the Security Liaison Assistant ensures the security and safety of the Museum complex, visitors, and staff, with an emphasis on high security of the artwork. This position also requires the individual to assist in some setup and breakdown of tables, chairs, etc. for special events (both in-house and evening events). Responsibilities include patrolling area of assignment to prevent theft, damage and vandalism of the art or other properties.

The ideal candidate must be able to successfully interact with staff, vendors, and Museum guests. A clean and professional appearance required.

The Security Department maintains a presence at the Museum during regular Museum hours, as well as during any special events. Evening and weekend availability with advance notice is required.

HMA is a non-smoking facility.

### **Responsibilities:**

- Perform closing of the Museum.
- Monitor activity in all Museum public spaces, entrances, and exits, via closed-circuit security cameras and monitors.
- Ensure that all alarm systems, security systems and electronic surveillance and recording systems are armed at night, according to standard operating procedure.
- Record activities, including all visitors and vendors, entering through the service entrance, into the daily security log.
- Follow all standard operating procedures for the Security Department.
- Complete accident or incident reports for any person who falls, who is injured or suffers a physical ailment while on Museum property.
- Set-up and take-down for inhouse events.

- Interact in a friendly, professional way with visitors and staff: provide information to visitors as needed.
- Patrolling the galleries during special events.

### **Requirements**

- Must have a valid driver's license and vehicle.
- Must pass a pre-employment security background check with no past criminal record.
- Must pass a pre-employment drug screening.
- Must be able to patrol all areas of the Museum grounds on foot.
- Must be able to lift to 25 lbs.
- Must demonstrate a positive, team-oriented attitude.
- Must work well under pressure with crowds while maintaining a calm demeanor.
- The above responsibilities are generalizations to description the principal work functions of the job and shall not be considered as a detailed description of all work requirements that may be in this position.

Send Part-Time Security Liaison Assistant resume and three professional references when you apply.

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.**

Please send your resume to: [careers@hsvmuseum.org](mailto:careers@hsvmuseum.org)

Salary:

\$12.00 per hour

Job Type: Part-time

Hours: 20 per week