

HUNTSVILLE MUSEUM OF ART

JOB TITLE: Security Liaison Assistant

Department: Security

Reports to: Security Liaison

FLSA Classification: Part-Time, Nonexempt/Hourly

Pay Rate: \$14 - \$16/hour, 20–25 hours/week

I. RESPONSIBILITIES AND DUTIES

A. Responsibilities

Under the supervision of the Security Liaison, ensures the security and safety of the Museum complex, the visitors and staff, with an emphasis on high security of the art work.

B. Duties

1. General Security

- a. Performs daily opening and closing of the Museum.
- b. Monitors activity in all Museum public spaces, entrances and exits, via closed circuit security cameras and monitors.
- c. Ensures that all alarm systems, security systems, and electronic surveillance and recording systems are properly set and disarmed daily, according to standard operating procedure.
- d. Keep a record of all activities, including all visitors and vendors, entering through the service entrance and enter these items 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 any person who falls, who is injured or suffers a physical ailment while on Museum property.
- i. Assists with parking in the Museum parking lots.

2. Galleries

- a. Records daily visitor count.
- b. Maintains security of art work upon opening of exhibition to the public and monitors visitor behavior in the galleries.
- c. Regulates staff, visitor, public and volunteer access to secured areas of the Museum, 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 whenever visitors are present.
3. General Duties
- a. Sets up and breaks down tables and chairs for each event, whether a rental or in-house event.
 - b. Clean up after rental and in-house events, including removing 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.

II. EXPERIENCE, CAPABILITIES, AND TRAINING

1. Training and Experience
- a. Prior experience and training in security operations desired, but not required.
2. Abilities and Skills
- a. Must demonstrate the ability to maintain self-control and professional demeanor.
 - b. Must demonstrate the ability to work well with others and show a spirit of cooperation.
 - c. Must demonstrate a positive, team-oriented attitude.
 - d. Must demonstrate the ability to work well under pressure and with crowds.
 - e. Must demonstrate a willingness to speak with visitors and project a positive impression of the Museum's exhibitions and programs to visit.
 - f. Able to patrol the Museum complex on foot.
 - g. Able to lift and set up tables weighing up to 55 lbs up to 20 iterations in one day.