

HUNTSVILLE MUSEUM OF ART

Job Description: **Security Guard**
Department: Security
Reports to: Security Supervisor
Classification: Non-exempt

Applicants: Send all Part-time Security Guard applications (resumes and cover letters) to Britney Burke at bburke@hsvmuseum.org.

Job Details: Seeking a Part-time Security Guard at the Huntsville Museum of Art to work flex hours during nights on an as needed basis. Pay starts at \$9.00 an hour.

I. RESPONSIBILITIES AND DUTIES

A. Responsibilities

Under the supervision of the Security Supervisor, insures 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.

B. Duties

1. General Security

- 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 Duties

- 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.

II. FACTORS

1. Training and Experience

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

2. Abilities and Skills

- a. Must pass a security background check with no past criminal record
- b. Must demonstrate the ability to maintain self control and professional demeanor
- c. Must demonstrate the ability to work well with others and show a spirit of cooperation
- d. Must demonstrate a positive, team-oriented attitude
- e. Must demonstrate the ability to work well under pressure and with crowds
- f. Must demonstrate a willingness to speak with visitors and project a positive impression of the Museum's exhibitions and programs to visitors