



Job Description

Job Title: Security Associate	Updated: November 2022
Department: Operations	FLSA Status: Non-Exempt <input checked="" type="checkbox"/>
Reports to: Security Manager Works directly with: Visitor Engagement Coordinator and Senior Museum Host/Guard, Facilities Manager, Facility Rentals Manager, and Facilities Coordinators	Part-time

Job Summary:

The Security Associate, under the direction of the Security Manager, and in coordination with the Visitor Services Coordinator and Senior Museum Host/Guard and the Museum Host/Guards, is responsible for monitoring and maintaining the security of the Museum facility, grounds, guests, and staff. The Security Associate executes security policies, regulations, rules and norms, and ensures that the collection is secure.

The Security Associate monitors and controls the entrance to the Museum utilizing the Museum Host/Guards and cameras. The Security Associate works with the Security Manager and the Visitor Services Coordinator and Senior Museum Host/Guard to ensure adherence to security policies and procedures.

This is a part-time in-house position with a flexible schedule including work on evenings, weekends, special events and holidays.

Job Duties and Responsibilities:

- Responsible for the safety and security of Museum facility, grounds, guests, and staff
- Responsible for the distribution and collection of temporary access cards to Museum guests, ensuring that access to the building is fully controlled
- Creates, tracks and follows up on incident reports regarding safety and security of the building
- Works with the Facilities Manager and the Deputy Director of Operations and Project Management to monitor on-site maintenance contractors as needed
- Responsible for maintaining the security of the outside perimeter of the building, reporting public violations of privately-owned space to the Security Manager, the Deputy Director of Operations and Project Management, and, when appropriate, the police
- Responsible for the safety of the back-entrance traffic including entrance and exit from the two docks
- Ensures visitor safety in the case of an emergency and completes appropriate incident reports

- Acts as liaison with local authorities, including police officers, firefighters and emergency services, as needed
- Works with security contractors as needed to provide a safe and secure environment
- Disarms the building in the morning and/or arms the building following a complete and successful building check at the end of day as needed
- Reports any building or security system incidences not resolved by end of day or during arming of the building to the Security Manager, the Deputy Director of Operations and Project Management, and the Executive Director
- Acts as a backup for the Museum Host/Guards in the galleries, front of house, and on the floor during events
- Requires regular on-site attendance
- Performs other tasks as may be assigned

Knowledge, Skills and Abilities:

- Works well as a member of a team
- Strong communication and collaboration abilities with diverse groups and individuals
- Provides high level of customer service including warmly greeting visitors and employees
- Maintains self in a professional manner
- Demonstrates knowledge and good judgment in matters of Museum policy and procedures
- Understands and supports the AAM requirements for art collection safety, storage and conservation
- Possesses First Aid and CPR training

Training, Education and Experience:

- Minimum of five (5) years of work experience as a security guard
- Demonstration of knowledge of card access, camera monitoring, Lutron system, fire suppression, AED, and similarly related automated systems highly preferred
- Must have current certification by the Commonwealth of VA Department of Justice
- Must have basic competency in using computers, headsets with earbuds, and two-way radios
- Must be able to read blue prints

Special Requirements:

- Must be able to work a flexible schedule, including evenings, weekends and holidays as needed
- Must have reliable transportation
- Required to wear the designated Museum uniform during front-line functions