



## Job Description

<b>Job Title: Security Associate</b>	<b>Updated: November 2022</b>
Department: Operations	FLSA Status: Non-Exempt <input checked="" type="checkbox"/> X
Reports to: Security Manager Works directly with: Senior Museum Host/Guard and Administrative Coordinator, 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 Senior Museum Host/Guard and Administrative Coordinator and Taubman Museum Host/Guards, is responsible for monitoring and maintaining the security of the Museum facility, grounds, guests, and staff. The Security Associate implements security policies, regulations, rules and norms and ensures that the collection is secure.

The Security Associate monitors and controls entrance to the Museum utilizing the Museum Hosts and cameras. The Security Associate works with the Security Manager and Senior Museum Host/Guard and Administrative Coordinator 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 grounds, facility, 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 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, Deputy Director of Operations and Project Management, and, when appropriate, the police
- Responsible for the safety of the back-entrance traffic including the 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 safe, 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 Security Manager, Deputy Director of Operations and Project Management, and Executive Director

- Backup as guard in the galleries front of house and on the floor for events
- 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' work experience as a security guard

Demonstration of knowledge of card access, camera monitoring, Lutron, fire suppression, AED, and similarly related automated systems highly preferred

Must have current certification by the Commonwealth of VA Department of Justice

Employee must have basic competency in using computers, headsets with earbuds, and two-way radios

Must be able to read blue prints

**Special Requirements:**

Able to work a flexible schedule, including evenings, weekends and holidays as needed. Must have reliable transportation.

The Security Associate is required to wear the designated Museum uniform during front-line functions.

**Physical Demands and Work Environment:**

The employee is required to sit, talk and hear. The employee is frequently required to walk distances; use hands and fingers to handle or operate computers, objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift, and/or move up to 50 pounds, and stand/sit for long periods of time. Specific vision abilities required by this job include close vision and ability to adjust to distances and focus at various distances.

Must be able to work in a moderate to loud noise environment.

The employee will adhere to the dress code outlined for the employees of the security area and wear headsets with earbuds, and carry two-way radios at all times.

**EEOC Statement:** The Taubman Museum of Art is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status or any other federal, state or local protected class. The Taubman Museum of Art is also committed to comply with all fair employment practices regarding citizenship and immigration status.

**Taubman Museum of Art is committed to creating a diverse environment:** At The Taubman Museum of Art we each contribute to inclusion—we all have a role to play. Our culture is the result of our behaviors, our personal commitment, our curiosity, how we collaborate, and the ways that we courageously share our perspectives and encourage others to do the same. In turn, our inclusive culture inspires us to try new things and share information openly and transparently. It brings us together in ways that help us stand out. Our inclusive culture empowers all of us to connect, belong, and grow.