



# INSTITUTE OF AMERICAN INDIAN ARTS

## JOB DESCRIPTION

**TITLE:** MUSEUM SECURITY OFFICER  
**DEPARTMENT:** MUSEUM  
**CLASSIFICATION:** NON-EXEMPT  
**REPORTS TO:** SECURITY COORDINATOR AND ASSISTANT SECURITY COORDINATOR  
**SUPERVISES:** NONE

### SUMMARY OF RESPONSIBILITIES

Reports directly to the Security Coordinator. Provides gallery security and other support services in a museum setting. Patrols assigned territory to safeguard exhibits materials and property against theft, vandalism, and potential hazards/loss.

### ESSENTIAL POSITION FUNCTIONS

- Secures all assigned buildings and grounds.
- Assures the safety and comfort of visitors and enforces safety regulations.
- Provides information to visitors on exhibits, the museum and surrounding area.
- May move and transport works of art and other materials under direct professional supervision.
- Monitors daily cash receipts counting on TV
- Ensures all persons in facilities after working hours are authorized.
- Ensures windows, doors and gates are locked, heaters, equipment and appliances are turned off, exterior lights are on, and fire lanes are clear.
- Prevents solicitation on premises.
- Checks pipes and faucets for possible leakage.
- Ensures government vehicles are not disturbed.
- Escorts individuals leaving the facilities during the late evening hours.
- Controls traffic in parking areas to ensure driveways are clear.
- Escorts visitors to destination.
- Assists in controlling disorders occurring in the facilities.
- Participates in training sessions on security, safety and/or museum programs.
- Administers first aid to staff, visitors and clients when necessary.
- Answers alarms and investigates disturbances.
- Inspects burglar alarms, fire extinguishers, sprinkler system and other emergency equipment to ensure good operating condition.
- Controls access to buildings and requires visitors to sign in during business hours.
- Prepares incident reports and daily logs.
- Reports problems occurring while on duty.
- Reports major disturbances to local law enforcement authorities.
- Performs related duties as assigned by the Security Coordinator.
- Occasionally may be required to assist store personnel.
- Setting up, breaking down, and cleaning up after receptions or other activities.
- Working with off-site contractors, carpenters, and electricians.
- Escorts and monitors off-site contractors to and at restricted areas. Verifies and documents finished projects.

**REQUIRED EXPERIENCE AND EDUCATION**

Prefer high school diploma or equivalent; ability to read, write, and speak and understand English well. Must pass security clearance check. Six-months to one-year previous security and safety experience.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to detect unusual circumstances and safety hazards; to use good judgment; to act quickly and sensibly in emergency situations; to report situations accurately; to communicate effectively with employees, clients, the public and the law enforcement personnel.
- Prefer successful completion of a recognized first aid course.
- Ability to lift art pieces from 40 to 50 lbs.

**WORKING CONDITIONS**

Work is performed in both indoor and outdoor settings with continuous mobility required. Many holidays and some weekend work will be required. Potential hazards exist when dealing with trespassers, vandals, and unruly clients. Must work various shifts.

Occasional travel for meetings, conferences, and other events using personal vehicle or company vehicle.

This job description does not list all the duties of this position. Supervisors or managers may assign other instructions and duties. The job evaluation will include assessment of your performance as described herein.

Management has the right to revise this job description at any time. The job description is not a contract for employment.

EMPLOYEE \_\_\_\_\_

DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

DATE \_\_\_\_\_

IAIA PRESIDENT \_\_\_\_\_

DATE \_\_\_\_\_

HR MANAGER \_\_\_\_\_

DATE \_\_\_\_\_

REVISED 2/07