MISSISSIPPI MUSEUM OF ART

POSITION: Security Officer
REPORTS TO: Chief of Security
STATUS: Nonexempt, part-time, night shift (11 PM – 7 AM)

JOB SUMMARY
This position will work closely with the Chief of Security, Director of Operations, Security Department, Curatorial Department, and visitor services staff to ensure the safety of the facility, collection, borrowed collections, artwork, staff, and public. Security Officers must be physically and mentally fit to serve in the capacity assigned below. Security Officers are essential employees of the Museum and must be able to work holidays, nights, and other circumstances to ensure the safety of the Museum. A list of essential job functions is below. This list is not designed to be a comprehensive itemization of every activity, duty, or responsibility that may be encountered. Activities, duties, and responsibilities may be changed, added, or eliminated at any time with or without notice.

ESSENTIAL FUNCTIONS
- Implement all security and facility policies and procedures
- Be prepared to implement the Museum’s evacuation plan and disaster recovery plan at any time
- Provide a daily record of each shift, broken out by hour, that details areas patrolled, including interactions with the public and visual references
- Respond swiftly and effectively to incidences with anyone on the Museum’s property who might need medical or emergency attention. Provide a detailed incident report to the Chief of Security and Director of Operations, detailing how all policies and procedures were followed
- Patrol all areas of the building each hour after the Museum closes to the public, checking each door and window, monitoring on-foot the interior and exterior of the Museum’s property in addition to maintaining visual contact with every area monitored by security camera
- Attend ongoing staff trainings as directed by the Director of Operations
- Provide general information to Museum visitors, answer questions, and have a general knowledge of exhibitions.

SUPERVISORY RESPONSIBILITIES
- None

COMPETENCY
- Pre-employment screening, comprehensive reference check and background check required
Complete assigned training to ensure a high standard of physical and mental fitness
Personable and customer-centric in the execution of responsibilities
Able to apply courteous behavior, good judgement, and quick response
Professional demeanor
Computer proficient

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Two-years of prior security experience
- Excellent communication skills, attention to detail, prompt, professional, and reliable
- Ability to stand and walk for prolonged periods of time on a day-to-day basis during an eight-hour shift with legal break times
- Work well in stressful, high-pressure situations. Ability to respond to guest complaints and feedback that align with our institutional values of Warm Welcome and Inclusion
- Must maintain composure and objectivity under pressure
- Must be effective at listening to, understanding, and clarifying concerns and issues raised by team members and guests
- Ability to work a flexible schedule including nights, days, weekends, and holidays
- Upon training, proficiently work a walkie-talkie, computer, and security monitoring cameras
- The ability to work well in a team environment

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both indoors and outdoors throughout the facility and grounds. Must be able to withstand exterior exposure to seasonal temperatures
- Position requires standing and walking for prolonged periods (up to 8-hour shifts) with legal break times
- Must have the ability to swiftly walk unaided, bend, and enough strength to assist an adult in and out of a wheelchair
- Exterior exposure to seasonal temperatures
- Lift and operate a 50 lb. fire extinguisher

ADDITIONAL ELIGIBILITY QUALIFICATIONS
Applicant must successfully complete training and a 60-day probationary period and may be subject to a background check.

TO APPLY
For consideration, email a current résumé and personalized cover letter to careers@msmuseumart.org. No phone calls, please.

The Museum is an Equal Opportunity Employer and is proud of its work-place environment that is diverse in every respect and welcomes all applicants for employment. The Museum is not a department or agency of the state or federal government.