

Job Title: Security Guard

Supervisor: Facilities Manager and Deputy Director of Operations

Employment Status: Part-Time; 15 to 20 hours a week; \$15 per hour

POSITION SUMMARY

The primary responsibilities and focus of a Security Officer are to protect the works of art in the museum and to ensure the safety of the guests. It is imperative that Security Officers be always in the galleries and be alert to the activities of visitors, report any immediate concerns to the Facilities/Security manager and be at work when scheduled.

INSTITUTIONAL RESPONSIBILITIES

- Actively contributes to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.
- Support the CAM's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future.
- Contribute to and support CAM's strategic plan, annual priorities, and institutional initiatives.

RESPONSIBILITY/DUTIES

- Protect artwork and facility from damage and/or theft by maintaining a presence in all spaces of the museum on a continuing basis. This is done by continuously walking through the galleries and other museum spaces.
- Open and close the museum using established practices and check- lists; Complete daily guard log information worksheet and place the document in the Facilities Manager's mailbox.
- Be prepared to assist guests in the event of an emergency.
- Any discovery of works of art that have been touched, damaged or otherwise harmed are to be reported to the Registrar immediately, first verbally, then in writing by completing an incident report to include all details available (time, date, description, etc.).
- Complete incident and/or accident reports, when necessary, after notifying the Facilities Manager or appropriate supervisor of the circumstances immediately. Follow up to be certain needed action is taken. Maintain confidentiality.
 - **1)** Condition of art and museum property through daily and continuous walk-throughs, reporting any new or suspicious changes in appearance of artworks. Report any findings to the registrar immediately.
 - **2)** Condition of the gallery spaces, reporting any lights or electrical outages, damage to walls, furniture, etc. to the exhibitions manager.
 - **3)** Any suspicious or unusual visitors or behavior. Complete an incident report and notify your supervisor of immediate concerns.
- Monitor HVAC and other facility systems and respond promptly or report any findings to the
- Facilities Manager or appropriate staff member. All HVAC water systems should be checked 3 times a shift at the beginning, middle and end of shift.
- During weekends, or when staff are not immediately available, contact the Facility Manager if a problem occurs as outlined on the telephone list provided at the security station.
- Answer visitors' questions briefly or refer them to the Information Desk volunteer, staff member or printed literature. Do not get involved in conversation.
- Assist with housekeeping during and after events.
- Address any concerns to the Deputy Director of Operations.