



Job: **Security Officer**
Type: Part –Time, Non-Exempt

Job ID: 2017-SO
Various shifts available 7 days/week

Overview:

MOAS is a not-for-profit educational institution founded in 1955 and chartered by the State of Florida in 1962. The Museum is accredited by the American Association of Museums and is an affiliate of the Smithsonian Institution. MOAS renews over 5,000 memberships annually representing over 17,000 individuals.

Description/Responsibilities:

- Must be able to walk, stand and climb stairs without reasonable accommodations. While performing the duties of this position, the employee is required to use hands, feel, talk and hear well. The employee is required to stand, walk, stoop, kneel, crouch, crawl, taste and smell. The employee must regularly lift and or move up to 20 pounds, frequently lift or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.
- Must be able to professionally and effectively communicate with museum managers, staff associates and guests during every shift.
- Must be able to perform various patrols including, but not limited to: interior and exterior patrols as assigned.
- Must be able to memorize locations and give directions.
- Must be able to write clear, concise and detailed incident reports, maintenance logs, along with other internal communications.
- Secure various posts on a rotational basis, including multiple buildings, galleries, wings, entrances, exits and any other areas as assigned.
- Conduct outside and inside foot patrols as assigned, including, but not limited to, managing safety and security of all property, museum assets, visitors, guests, staff and others.
- Inspect all bags, packages, briefcases, duffel bags, backpacks and other items of visitors, guests and staff entering and leaving the museum.
- Protect paintings, artifacts and exhibits by inspecting people and packages entering and leaving the museums and property.
- Deter and report unauthorized personnel or vehicular entry into the museum.
- Inform visitors and staff of museum policies and enforce them appropriately.
- Monitor and maintain the flow of visitors in all galleries.
- Report to Security Supervisor and assist with documenting any incident related to visitors, staff, art work and/or assets.
- Identify safety hazards, suspicious behavior and potential problems and report to a Security Supervisor.
- Assist with emergency evacuations and situations.
- Provide security at special events and dignitary escorts as required.
- Provide intrusion and fire alarm monitoring and response.
- Provide visitor pass services and control for “back of house” visitors.
- Ability and capability to monitor and use technical equipment, including, but not limited to, computer software, email, alarm system entry and exit procedures, camera monitoring system and video surveillance applications.
- Maintain visitor and staff confidence and protect operations by keeping information confidential.
- Cooperate with all local law enforcement agencies as well as all government agencies as needed.
- High school diploma and a minimum of two years’ work experience required.

The above description reflects a general overview of responsibilities. This is not intended to be a complete description of requirements that may be inherent in the position.

Experience preferred but not required. Please contact Director of Operations at sara@moas.org for more details and to apply. The Museum of Arts & Sciences is an Equal Opportunity Employer and Drug-Free Workplace. Employment will be subject to a pre-employment background check and drug test.