



FULL-TIME SECURITY SUPERVISOR

The Security Supervisor has primary responsibilities for the security of the facility, including artworks and furnishings, the safety of the staff and visitors to the Museum and response to emergency situations. This position includes supervision of Security Guard personnel.

Security Responsibilities:

1. Knowledge of the Museum's Safety, Emergency and Security Policy Manual
2. Supervision of the facility, including galleries, in the absence of the Director of Security
3. Responsible for safe evacuation of facility in an emergency
4. Responsible for all incident reports, i.e. accident, theft, vandalism, etc.
5. Unlock facility at scheduled opening time and lock facility at closing, when required
6. Periodic tours of the facility, interior and exterior, to observe potential problems and ensure security
7. Assist with the training of security personnel
8. Responsible for performing annual evaluations for supervised staff
9. Knowledge of all Museum policies, as the Security Supervisor is the spokesperson for the Museum on the weekends

Administration

1. Maintain good working knowledge of the Museum's policies, procedures, educational practices and ideologies
2. Be knowledgeable of and practice the AAM's Code of Ethics
3. Performs other duties deemed appropriate by the Director of Security, and/or the Executive Director

Functional Relationships:

Reports to the Director of Security. Works closely with the Director of Security, Assistant Director of Security, all Security personnel, and all museum departments and staff. This full-time position is classified as Non-Exempt.

Qualifications:

High School diploma with knowledge of security and emergency procedures (museum experience preferred); First Aid/CPR/AED preferred; able to stand for long periods of time; able to lift and safely operate a fire extinguisher; good communications skills, ability to work with others in a fast paced environment.

Benefits:

- Vacation time
- Sick time
- Float Days
- Holiday Pay
- Free Museum Membership
- Medical
- Dental
- Vision
- Voluntary Life
- 403b with Match

The Vero Beach Museum of Art is an Equal Opportunities Employer and seeks diversity in its workforce. The Museum is committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, sex, age, religion, national origin, ancestry, sexual orientation, pregnancy, gender identity or expression, physical or mental disability, or past, present, or future service in the uniformed services of the United States, or any other characteristic prohibited by federal, state, or local law.

If you or anyone you know is interested in this position, please email your resume and cover letter to Danielle Elliott at delliott@vbmuseum.org.