



## Full Time Security Guard

### Job Summary

The Security Guard has the primary responsibilities for the security of the facility (including artwork and furnishings), the safety of the staff and visitors to the Museum, and response to emergency situations.

### Responsibilities:

#### Security

- Knowledge of the Museum's Safety, Emergency and Security Policy Manual.
- Conducting routine patrols of assigned areas to circumvent potential fire or safety hazards.
- Assuring that the assigned areas are in pristine condition and ready for visitors.
- Daily reporting of inadequate lighting to the Director of Facilities.
- Recording the location and condition of artwork at the beginning and end of the shift. Report any problems to the Registrar.
- Monitoring state-of-the-art surveillance equipment.
- Responding to medical emergencies in compliance with Museum policies and with American Red Cross protocols.
- Complete incident reports by recording observations, information and occurrences.
- Checking security mailboxes and daily calendars regularly for changes.
- Maintain radio contact at all times.
- Participating in ongoing security education under the direction of the Director of Security, or the Assistant to the Director of Security.

#### Administration

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

### Qualifications:

- High school diploma/GED Required.
- Knowledge of security and emergency procedures.
- Certification in First Aid and CPR is highly desirable.
- Knowledge of surveillance techniques and loss prevention strategies is an asset.
- Strong conflict management skills with the ability to remain calm under pressure.
- Excellent observational skills with attention to detail.
- Ability to work independently as well as part of a team in various environments.
- Must be physically able to stand for extended periods while performing patrol duties.

### Working Conditions and Physical Requirements:

- Able to meet and perform the physical requirements and to work effectively in an environment which is typical of this position.
- Frequent lifting, bending, climbing, stooping, and pulling. Frequent repetitive motions.
- Continuous standing and walking.

**Benefits:**

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

**Pay:**

\$15.50 per hour

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 send a cover letter and resume to Danielle Elliott at [delliott@vbmuseum.org](mailto:delliott@vbmuseum.org)