

Job Announcement

Gallery Security Officer PT

Position Summary

Gallery Security Officers are a visible professional security presence, who create a positive visitor experience, provide assistance to museum staff and contractors, and maintain a safe and secure environment for the works of art and the museum's facilities. Gallery Guards must have strong interpersonal skills, be capable of standing for long periods of time within the galleries and have keen observation skills.

This position reports to the Shift Lead Operations Manager and has no direct reports.

Responsibilities

Functions may include, but are not limited to:

- Ensure the protection of museum works of art by patrolling assigned area(s) when the museum is open
- Deterring unauthorized persons from touching, handling, defacing, or otherwise tampering with works of art and/or museum property
- Enforce general museum policies to ensure the security and safety of its employees, visitors and art collections.
- Intake of parcels and packages per established security procedures
- Assist in building evacuation and preservation of art collections in times of emergency.
- Monitor and immediately report potential safety violations, critical incidents, and unusual or suspicious activity
- Interact with visitors by providing general and way finding information in a pleasant and responsive way
- Perform light housekeeping duties and generally assist in maintaining a presentable environment for visitors
- Maintain radio communications with coworkers and supervisors during your assigned work shift
- Support the mission of the museum in all activities
- Other duties as assigned

Qualifications

The successful candidate will demonstrate the following skills/experience:

- High school diploma or equivalent
- Ability to communicate effectively in the English language, be detailed oriented, and have satisfactory literacy and writing, documentation, communications and interpersonal abilities
- Experience working with the public
- Ability to stand, walk, and remain alert for extended periods
- Ability to communicate effectively both orally and in writing with staff and museum visitors
- Ability to understand and follow standard operating procedures, to perform duties in a professional manner and appearance

- Ability to make independent and good judgment decisions within proper policy and procedures
- Be able to work independently, responsibly and without supervision.
- Security/Law Enforcement experience desired and preferred
- Prefer a good working knowledge of security operations, safety practices in a museum environment and relevant enforcement procedures and policies

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for any applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

Compensation

The hourly rate for this position is \$23.

How to Apply

Please apply through NMWA's online job application. To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at hr@nmwa.org. If you are unable to apply through the online job application, please send an email to hr@nmwa.org with your cover letter and resume; attachments should be in Microsoft Word or PDF formats only.

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

Successful candidates will be subject to reference and background checks. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.