

## Job Announcement

### Security Operations Center Officer (Armed)

#### Position Summary

The Security Operations Center (SOC) Officer (Armed) is an integral position that serves as an important conduit between NMWA staff, outside vendors, and visitors. This part-time position requires sharp administrative and organizational proficiency, excellent interpersonal and communicative skills, and the ability to effectively multi-task and pay careful attention to detail.

The SOC Officer (Armed) will work cooperatively with the Security Department's Administrative and Operations Managers and report directly to the Shift Lead Manager (Armed). This position has no direct reports.

#### Responsibilities

Functions may include, but are not limited to:

- Operate the CCURE 9000 electronic access control systems, including the AXIS VMS surveillance cameras and software, arming and disarming the intrusion detection system, electronic attendance monitoring, documenting, and monitoring the automated scheduling program.
- Ensure lights are turned on in the Great Hall during public hours and off after public hours.
- Ensure that fire stairwells and the passenger elevators are locked and unlocked as needed.
- Review of special events and tour schedules for the day.
- Make sure the Envoy visitor management program is open and available for use.
- Complete shift change and call off forms as needed.
- Check [security@nmwa.org](mailto:security@nmwa.org) email periodically throughout shift and ensure Microsoft Outlook application is open.
- Follow delivery scanning procedures for all mail and packages using the Envoy deliveries program.
- Ensure that the AXIS video surveillance program is open and visible.
- Ensure the protection of museum artworks by patrolling interior gallery and administrative office areas at least four times during the shift and two exterior patrols per shift.
- Deter unauthorized persons from touching, handling, defacing, or otherwise tampering with artworks and/or museum property.
- Enforce general museum policies to ensure the security and safety of its employees, visitors, and art collections.
- Receive 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 and/or vendors by providing general and wayfinding information in a pleasant and responsive way.
- Maintain radio communications with coworkers and supervisors during assigned work shift.
- Support the mission of the museum in all activities.
- Other duties as assigned.

## Qualifications

This position requires a minimum high school diploma, preferably some college with focus on criminal justice studies or law enforcement. The successful candidate will demonstrate the following skills/experience:

- Current or former municipal law enforcement officer with current LEOSA HR 218 or DC concealed/carry firearm permit and ownership of registered personal firearm.
- Security/municipal law enforcement experience desired and preferred.
- Ability to stand, walk, and remain alert for extended periods.
- Ability to be detailed oriented and have satisfactory literacy, writing, documentation, communications, and interpersonal skills.
- Ability to communicate effectively both orally and in writing in the English language with staff, vendors, 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.
- 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 an 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 starting hourly rate for this position is \$35 to commensurate with experience and can include a benefits package.

## How to Apply

Please apply through NMWA's [online job application portal](#). To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at [hr@nmwa.org](mailto:hr@nmwa.org).

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.