

Job Announcement

Director of Security

Position Summary

The Director of Security coordinates all aspects of safety and security throughout the museum. They oversee the protection of visitors, staff, collections, exhibitions, and all property controlled by the museum. The Director of Security supervises and develops a responsive, service-oriented team of off-duty police officers, retired law enforcement personnel, and civilian gallery guards who protect the museum's visitors, staff, and assets while also contributing to a welcoming environment.

This position requires occasional evening and weekend responsibilities and the ability to immediately respond to emergencies 24 hours a day. A smartphone is provided by the museum.

This position reports to the Director of Operations and has 35 direct reports.

Responsibilities

Functions may include, but are not limited to:

Visitor/Staff Safety and Asset Protection

- Oversee all aspects of the museum's security plans and operations
- Evaluate and make recommendations in response to the current threat environment
- Develop, coordinate, and monitor the museum safety program, including emergency procedures and training equipment
- Maintain working relationships within the community including peers at area museums, local and federal law enforcement, fire marshal, Business Improvement District, Downtown Day Services Center, etc.
- Control, monitor, and maintain electronic security systems (including access control, surveillance, intrusion detection, and visitor screening). Manage vendor relationships and service contracts.
- Communicate relevant security information and notices throughout the organization.
- Develop and implement loss prevention measures for Museum Shop, ticketing, etc.
- Coordinate with Registrar on special security requirements for exhibitions and loaned works. Ensure compliance with loan agreements.
- Investigate and issue reports on incidents involving injury to visitors or employees, illegal activity, loss or damage to collections and other museum property/facilities, safety hazards, and similar concerns.

- Ensure compliance with safety standards including OSHA regulations.

Staff Management and Professional Development

- Manage team of 35 security professionals.
- In coordination with Human Resources, evaluate candidates and on-board new hires to ensure adequate staffing levels and availability.
- Develop and execute training program, including onboarding and ongoing professional development, to ensure understanding and mastery of museum policies and procedures.
- Work closely with Human Resources and Payroll team to ensure compliance with scheduling requirements for full- vs. part-time status, benefits eligibility, and general HR and museum policies and procedures.
- Prepare security directives and guard orders and patrols.
- Partner with Visitor Services team to deliver an excellent visitor experience.

Operations

- Supervise all functions and activities associated with the museum's 24/7/365 Security Operations Center.
- Oversee department budget.
- Maintain the organization's Emergency Preparedness Plan and ensure all museum staff are trained on associated procedures.
- Schedule, conduct, and evaluate fire/life safety drills.
- Conduct facilities inspections/audits on a regular basis to monitor the performance of security personnel, equipment, and procedures.
- Coordinate with Director of Operations to ensure proper working order of fire protection/suppression systems.
- Other duties as required.

Special Events and Facility Rentals

- Schedule staff coverage for events and facility rentals.
- Coordinate closely with Special Events and Operations teams to ensure an excellent experience for facility rental clients while also protecting the museum's facilities and assets.
- Coordinate with programming departments to ensure an excellent experience for program attendees.
- Provide assistance to US Secret Service, high-profile visitors, and foreign diplomat/executive protection teams providing protection and escort service for federal and state officials as well as visiting foreign dignitaries and other VIPs.

Qualifications

This position requires a B.A. or comparable certifications/experience in security, asset protection, management, or a related field, with at least five years' experience (full time or equivalent). The successful candidate will demonstrate the following skills/experience:

- Experience in security/asset protection role; previous experience in a museum, arts, or non-profit organization setting desirable.
- Demonstrated ability to lead and develop a diverse team of security professionals. Ability to set and uphold high standards while maintaining a welcoming and positive work environment.
- Excellent communication, organizational, and interpersonal skills.
- Strong interest in the museum's mission and programming.
- Experience administering access control and surveillance camera systems. Previous experience with CCURE and/or Axis systems highly desirable but not required.
- Skilled in computer applications including Microsoft Office/365 (Word, Outlook, Excel, PowerPoint, and SharePoint) and cloud-based scheduling, timekeeping, and payroll systems.
- Commitment to diversity, equity, accessibility, and inclusion (DEAI); knowledge of DEAI best practices and experience applying them in a security context a plus.
- Ability to lift and carry up to 50 pounds, climb stairs without assistance, and stand for long periods.

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 salary range for this position is \$90,000 to \$105,000 annually, commensurate with experience and includes a benefits package.

How to Apply

Please apply online through nmwa.org/job-portal. To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at 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.