

Job Announcement

Security Manager

Position Summary

The Security Manager position will provide core administrative support and general management of security staff. This position requires keen interpersonal skills, strong administrative acumen, organization, and attention to detail. The Security Manager will directly support the Director of Security administratively and assume overall daily management of the Security department in the absence of the Director of Security. Coverage hours per week: 40 hours per week, 8-hour shifts, Tuesday to Saturday 9 a.m. to 5 p.m.

This position reports to the Director of Security.

Responsibilities

Functions may include, but are not limited to:

- Direct management responsibilities of the Shift Lead Officer (SLO) position, ensuring that all associated responsibilities are properly completed.
- Assume overall day-to-day operation and management of the scheduling system to include developing reoccurring scheduling templates, assigning security staff to respective schedules, and reviewing and approval of time off requests.
- Develop a moderate-to-high level of proficiency in the CCURE access control and AXIS video management systems operations.
- Preparation and update of daily briefing report forms with posting in the SOC briefing book at least 2 weeks in advance.
- Management of the museum safety program, including emergency procedures and security staff evacuation training
- Ensuring that proper documentation is completed regarding noteworthy incidents and events related to building operations, employee performance, etc.
- Ensure that the pre-opening and closing responsibilities and daily paperwork are properly completed.
- Provide the SOC Desk Officer with assistance as needed.
- Other duties as assigned.

Qualifications

The successful candidate will demonstrate the following skills/experience:

- High school diploma or equivalent.
- Experience working with the public in a museum environment.
- At least two years of supervisory experience.
- Must have strong administrative capabilities including experience with Microsoft Office and at least a moderate level of proficiency working within a cloud-based virtual environment.
- Ability to stand, walk, and remain alert for extended periods.
- Ability to communicate effectively in the English language, both orally and in writing, with staff and museum visitors.
- Must be detail oriented with proficient literacy, writing, documentation, communication, and interpersonal abilities.
- Ability to understand and follow standard operating procedures, performing 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.
- Excellent working knowledge of security operations, safety practices in a museum environment, and relevant enforcement procedures and policies preferred.
- Prior security and/or cultural protection experience desired and preferred.

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 pay rate nonexempt for this position is \$28 to \$30 per hour, 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.