**SECURITY SUPERVISOR**

The Security Supervisor has primary responsibilities for the security of the facility, including artworks and furnishings, the safety of the staff and visitors to the Museum and response to emergency situations. This position includes supervision of Security Guard personnel.

**Responsibilities:**

**Security**

1. Knowledge of the Museum’s Safety, Emergency and Security Policy Manual
2. Supervision of the facility, including galleries, in the absence of the Director of Security
3. Responsible for safe evacuation of facility in an emergency
4. Responsible for all incident reports, i.e. accident, theft, vandalism, etc.
5. Unlock facility at scheduled opening time and lock facility at closing, when required
6. Periodic tours of the facility, interior and exterior, to observe potential problems and ensure security
7. Assist with the training of security personnel
8. Responsible for performing annual evaluations for supervised staff
9. Knowledge of all Museum policies, as the Security Supervisor is the spokesperson for the Museum on the weekends

**Administration**

1. Maintain good working knowledge of the Museum’s policies, procedures,

educational practices and ideologies

1. Be knowledgeable of and practice the AAM’s Code of Ethics

3. Performs other duties deemed appropriate by the Director of Security, and/or the Executive Director

**Functional Relationships:**

**Reports** to the Director of Security. **Works closely with** the Director of Security, Assistant to the Director of Security, all Security personnel, and all museum departments and staff. This full-time position is classified as Non-Exempt.

**Qualifications:**

High School diploma with knowledge of security and emergency procedures (museum experience preferred); First Aid/CPR qualified; able to stand for long periods of time; able to lift and safely operate a fire extinguisher; good communications skills, ability to work with others in a fast paced environment.

The Vero Beach Museum of Art is an Equal Opportunity Employer, and does not discriminate on the basis of sex, race, religion, age, handicap or national origin.

If you or anyone you know is interested in this position, please contact Bonnie Wetherell at [bwetherell@verobeachmuseum.org](mailto:bwetherell@verobeachmuseum.org)