



**VERO BEACH MUSEUM OF ART
JOB DESCRIPTION**

ASSISTANT DIRECTOR OF SECURITY

The Assistant Director of Security reports to the Director of Security and has the primary responsibility of assisting the Director of Security with overseeing all aspects of the Security Department and assists with the development of security policies and procedures for the Security Department. This position also places emphasis on crisis intervention and staff training in crisis management and verbal de-escalation.

Essential Duties and Responsibilities:

Security

1. Assist with the training and supervision of the security staff
2. Create and maintain the work schedule for security personnel
3. Assist with the implementation of security, safety and emergency procedures
4. Assist with the updating of all department manuals
5. Assist with maintaining the health of the CCTV/Intrusion System infrastructure, to include monitoring the Fire Suppression System
6. Manage and control the monthly inventory of First Aid/AED security equipment
7. Assist with the development of Security Department budget
8. Maintain lost and found
9. Maintain key and access control logs
10. Assist with equipment inventory
11. Assist with security staff performance evaluations and provides reinforcement training when necessary
12. Think critically around security measures, including identifying potentially compromised areas
13. Provide effective liaison, support and assistance with other colleagues within organization
14. Cover Security Department schedules during vacation and illness
15. Responsible for all aspects of security, safety and emergency procedures when the Director of Security is off premises

Administration

1. Maintains good working knowledge of the Museum's policies, procedures, educational practices and ideologies
2. Be knowledgeable of and practice the AAM Code of Ethics
3. Perform 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, Security Department Supervisors and Guards, Executive Director, Assistant to the Executive Director and all Museum staff. This Tuesday through Saturday position includes evenings and additional assignments on an as-needed-basis. This position is classified as Exempt.

Qualifications

High school diploma with 2-4 years' managerial experience and in security and emergency practices (museum preferred) including practices of law enforcement and First Aid/CPR/AED; valid Florida driver's license; knowledge of facility security plans; detail oriented with excellent written and verbal communication skills; ability to work in a fast paced environment, handle stressful situations and determine an effective course of action. Must have a technical knowledge of computer programs; operational knowledge of telephone systems and maintenance of office equipment.

The Vero Beach Museum of Art is an Equal Opportunities Employer and seeks diversity in its workforce. The Museum is committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, sex, age, religion, national origin, ancestry, sexual orientation, pregnancy, gender identity or expression, physical or mental disability, or past, present, or future service in the uniformed services of the United States, or any other characteristic prohibited by federal, state, or local law.

If you or anyone you know is interested in this position please email your resume and cover letter to Chris Rhode, crhode@vbmuseum.org. Incomplete applications will not be considered. No phone calls, please.

