

**VERO BEACH MUSEUM OF ART
JOB DESCRIPTION**

SECURITY GUARD

The Security Guard 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.

Responsibilities:

Security

1. Knowledge of the Museum's Safety, Emergency and Security Policy Manual
2. Conducting routine patrols of assigned areas to circumvent potential fire or safety hazards
3. Assuring that the assigned areas are in pristine condition and ready for visitors
4. Daily reporting of inadequate lighting to the Director of Facilities
5. Recording the location and condition of artwork at the beginning and end of the shift. Report any irregularities to the Registrar.
6. Monitoring state of the art surveillance equipment
7. Responding to medical emergencies in compliance with Museum policies and with American Red Cross protocols
8. Complete incident reports by recording observations, information and occurrences
9. Checking security mailboxes and daily calendars regularly for changes
10. Maintaining good radio communications at all times
11. Participating in ongoing security education under the direction of the Security Supervisor and/or the Assistant Director of Security

Administration

1. Maintain good working knowledge of the Museum's policies, procedures, educational practices and ideologies
2. 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/CEO

Functional Relationships:

Reports to the Security Supervisor. Works closely with all Museum departments and staff. This part-time position is classified as Non-Exempt.

Qualifications:

High school diploma with knowledge of security and emergency procedures; able to stand from 4 to 6 hours; ability to hear a normal conversation; lift and operate safely a fire extinguisher; First Aid/CPR/AED qualified; 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