



**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 problems to the Registrar.
6. Monitoring status 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 radio contact at all times
11. Participating in ongoing security education under the direction of the Director of Security, 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

**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 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](mailto:crhode@vbmuseum.org). Incomplete applications will not be considered. No phone calls, please.

1994 Security Guard, 2004 revised job description; 2005 revised job description; 2010 revised job description; 2016 revised job description; 2021 revised 2021