

**GEORGIA MUSEUMS, INC.**

**JOB TITLE: Security Guard (Part-Time)**

**EXEMPT (Y/N): N**

**DEPARTMENT: Booth Guest Services**

**SUPERVISOR: Security & Facilities Manager**

**DATE: 10/19/20**

**SUMMARY:** Ensure the safety and protection of visitors, staff, volunteers, building, and the collection by patrolling designated areas on a regular basis and consistently monitoring security cameras in office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** including the following:

Assist in the daily operation of physical security controls.

Be responsible for ensuring high standards of professionalism in all areas of responsibility.

Monitor all galleries watching for food and drinks in the museum, children running, and guests touching the art or exhibits.

Follow and be aware of all emergency procedures; must have First Aid and CPR training.

Provide assistance to museum patrons by answering questions and giving directions as needed.

Regulate access control to building.

Provide timely and accurate information to supervisor on unusual conditions or situations.

Assist in development of security plans for the protection of the Museum collection, exhibits, guests and staff.

Pursue and complete assigned projects to ensure the safety of persons in the facility and on the property.

Assist replacing gallery lights as needed.

Assist other departments in the museum as needed, including set up for special events and client events.

Patrol designated areas to check for vandalism, mechanical failure, burned out lights, fire and/or theft.

Be aware of times when alcohol is being served in the museum and watch for any possible problems; must complete TIPS training class.

Report to the Museum when called in case of an emergency.

Perform other duties assigned by supervisor.

**QUALIFICATION REQUIREMENTS:** Excellent communication skills, both oral and written; ability to perform well under pressure-generally gained through a high school education /G.E.D. plus two years security experience and two to three years public contact experience is preferred. Must be able to read and understand information and ideas presented in writing, remember information such as numbers, pictures, and procedures, and hear what is happening in the museum. Must be able to walk and or stand for majority of shift. Must be able to lift up to 40 lbs., have visual acuity, climb/descend stairs and ladders, bend, stoop, kneel, reach, and use all limbs simultaneously. Must be flexible and respond when needed for emergencies.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Driver's license, any professional certificates or trade licenses are a plus. Must have or be able to obtain First Aid and CPR certificates and TIPS training.

**WORK ENVIRONMENT:** Museum environment with extensive walking throughout galleries. Non-standard hours, with varying shifts Sunday through Saturday, including days, holidays, evenings and weekends. The noise level in the work environment is usually moderate. Must be available to be on call for emergencies at all times.