COLUMBIA MUSEUM OF ART
JOB DESCRIPTION

Title: Safety Officer

Reports To: Senior Protective Services Day Supervisor
Senior Protective Services Night Supervisor

Purpose: To ensure that the entire museum is a welcoming place with attentive awareness towards issues with the goal of protecting the museum, its staff, visitors, and the artwork.

Responsibilities: Provide a visual presence throughout the museum from a security perspective. Interact with visitors with a calm, welcoming attitude while maintaining awareness and vigilance towards any potential threats or issues.

Primary Responsibilities include but not limited to:

1. Periodic patrolling of CMA interior and exterior spaces on an irregular set schedule.
2. Assist with monitoring, screening, and controlling access to the museum: log vendors, docents, and non-regular staff entering and exiting the facility, operate door lock system, and monitor security cameras.
3. Assist with securing the safety of the museum and the visitors in the museum.
4. Respond quickly to on-site emergencies and assist with documenting any incident related mishap.
5. Ensure that visitors adhere to the Columbia Museum of Art's Code of Conduct.
6. Present a professional visage in accordance with established guidelines and procedures.
7. Demonstrate a high level of awareness while still being welcoming, friendly, respectful, and courteous.
8. Ensure that the visitor's experience aligns with the CMA's Core Values and commitment to being welcoming, community-centered, vibrant, playful, and inspiring.
9. Attend and actively participate in monthly/quarterly security training classes.
10. Adhere to all tenets of the Facility Security Guidelines and the Emergency Disaster Plan.
11. Monitor security camera suite on an as-needed basis.
12. Demonstrates a team-oriented attitude.
13. Occupy gallery spaces on an as-needed basis.
14. Performs other duties as assigned.

Basic Knowledge and Skills:

- Basic understanding of radio communications.
- Calmness in visitor management with an emphasis on de-escalation techniques.
- Self-direction and ability to work in a team atmosphere.
- Excellent verbal communications skills.
- Ability to remain alert and observant over long periods of time.
- Relevant computer skills using Microsoft Office 365, various security camera software, and telecommunications applications.

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Minimum Qualifications:

- High School diploma or GED
- Ability to periodically lift 50 pounds individually and 100 pounds in a two-person team
- Ability to walk and stand for up to 50 minutes to an hour each hour
- Experience with successfully interacting with a wide range of ages and diverse backgrounds
- Experience with security, law enforcement, or military background
- Ability to independently solve issues
- Ability to type 30 words per minute
- Self-directed, motivated, and able to convey clear information in a team atmosphere
- Knowledge of security console operations and fire systems
- Good verbal, written, and computer communication skills
- Good interpersonal skills and ability to work independently or in a team

Preferred Qualifications:

- College graduate or actively pursuing a college education
- 2 years' experience in a formal security role, 2 years law enforcement experience, or 4 years military experience
- Physical security certification
- First-Aid training
- Ability to type 60 words per minute
- Knowledge of security console operations and fire systems
- Foreign language skills a plus

Job Type: This is a part-time hourly, non-exempt from over-time position that will require weekends, with overnights and holidays as needed. Starting at $12.00 per hour, moving to $15.00 per hour upon a successful 90-day review.

Contact: The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email cover letter and resume to Micheal Bagwell, at mbagwell@columbiamuseum.org with "Safety Officer" in the subject line.