Security Guard

*This is a general description, and duties may vary based on the museum's specific needs. It’s always important to tailor position descriptions to fit your organization's unique needs and culture.*

Position: Museum Security Guard

Reports To: Operations Manager, Facilities Manager

Potential Staff Reporting to this Position: None

Job Description

The museum security guard is responsible for ensuring the safety and security of the museum's staff, visitors, and collections.

Responsibilities:

1. Patrolling the museum premises regularly to prevent and detect signs of intrusion and ensure the security of doors, windows, and gates.
2. Monitoring surveillance equipment and alarms and reporting any irregularities to the appropriate personnel or authorities.
3. Assisting in emergency evacuation procedures and providing necessary support during emergencies.
4. Ensuring the museum's collections' safety by preventing unauthorized access or damage.
5. Providing information and assistance to museum visitors as needed.

Qualifications:

* Previous security experience, preferably in a museum or similar setting.
* Knowledge of public safety and security protocols.
* Excellent communication and customer service skills.
* Ability to work flexible hours, including nights, weekends, and holidays.
* A high school diploma or equivalent may be beneficial but is not always necessary.

# Skills

Consider the following set of essential skills that museum security guards need. Even without direct experience in a similar position, someone with these skills could accomplish the tasks by leveraging the following:

1. Collaboration & Communication: Effectively conveying information, priorities, and concerns.
2. Problem-Solving: Assessing and responding to crises, including natural disasters, fires, medical emergencies, or security threats, and implementing emergency procedures and protocols to mitigate risks and ensure the safety of museum occupants.
3. Time Management: Prioritizing tasks and managing time efficiently.
4. Adaptability: Being flexible and open to change.
5. Technical Proficiency: Familiarity with security technology and equipment, including surveillance cameras, access control systems, alarm systems, and radio communication devices, to operate and troubleshoot security equipment effectively and efficiently.
6. Leadership: Guiding and motivating a team.
7. Interpersonal Skills: Handling conflicts, disturbances, or confrontations calmly and diplomatically to resolve disputes or disagreements. Sensitivity to cultural diversity and respect for people from diverse backgrounds, including awareness of cultural customs, languages, and communication styles.
8. Attention to Detail: Detecting suspicious behavior, unauthorized access, or security breaches and remaining vigilant while monitoring spaces for potential security risks or safety hazards.
9. Practical Application: Knowledge of access control measures and procedures to control and monitor entry and enforcing access policies. Certification in first aid and cardiopulmonary resuscitation (CPR) to provide immediate medical assistance and emergency response in case of injuries or medical emergencies.