

THE BRONX MUSEUM

FULL JOB DESCRIPTION

Position Title:	Security Officer
Position Type:	Full-time, 37.5 hours per week
Union Status:	Union
FLSA Status:	Non-Exempt
Compensation:	\$17.00 / hour
Benefits:	Paid vacation, sick, holiday, and personal leave. Eligible after 3-months of work for vision, dental, and medical insurance, as well as a 401(k) savings plan. Eligible for a pension plan after 1-year of service.
Reports to:	Director of Safety & Security

Mission of The Bronx Museum of the Arts

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of the Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, The Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum's contemporary art programming expresses the borough's tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;
- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

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Position Description

The appointee is responsible for the security and safeguarding of The Bronx Museum's staff, visiting public, artworks on site, and its facility. This front-line individual is a key member of our team, providing a first impression to community members, the visiting public, and stakeholders. Shifts may include weekends, evenings, and holidays as assigned. This is a unionized position.

Responsibilities:

- Protect visitors, staff, artworks, and The Bronx Museum facilities, including lots
- Enforce all museum rules and regulations
- Welcome guests and enforce relevant staff and visitor check-in and check-out policies at the Front Desk in a cordial and professional manner
- Monitor security cameras
- Provide security coverage in exhibition galleries
- Provide security to Museum Instructors with visiting groups and tours
- Provide crowd control and head count for Museum events and programs
- Provide security coverage for outside Museum events and rentals
- Conduct inspection report of galleries
- Ensure timely opening and closing of Museum premises
- Operate alarm system
- Assist supervisors with the testing of fire alarms, the checking of fire extinguishers, and the checking of emergency lights
- Turn on light and equipment in galleries as instructed
- Log and report all incidents and accidents
- Log in all office and supply key distributions
- Log daily attendance
- Solve problems as they arrive and come into the Museum if the situation requires
- Ability to cover security officers during holidays and sick leave

Desired Qualifications, Requirements, and Experience:

- Minimum 2 years of experience in related field
- New York State Security License
- Fire Guard License (F-03 Public Buildings)
- CPR Training Certificate

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- Excellent communication skills to support cordial interactions with Community Members, Visitors, and Staff
- Experience working at a cultural institution or visitor destination a plus, but not required
- Computer skills a plus
- Spanish Language skills a plus

Cultural Commitment

- Acts as an example to employees: mentoring and coaching junior staff
- Supports the Museum's vision and goals both externally and internally
- Commits to fostering, cultivating, and preserving a culture of diversity, equity and inclusion, while incorporating respectful communication, teamwork, and employee participation

Physical Requirements:

- Ability to walk/stand for extended periods
- Ability to access and navigate the organization's facilities multiple times a round or shift
- Must be able to lift 15 pounds at times.

To Apply

Please email a resume and cover letter to humanresources@bronxmuseum.org and include "**Security Officer**" in the subject line.

Selected applications will be contacted. Due to the high volume of resumes we receive, we will not be able to respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer.