



## **Job Description – Gibbes Museum of Art**

Updated: November 2024

**Job Title:** Security Officer

**Department:** Operations

**Reports To:** Chief of Security

**Work Schedule:** Part-time, up to 29 hours/week, including weekends and evenings as assigned.

### **Position Summary:**

The part-time Security Officer ensures the safety and security of visitors, staff, volunteers, and museum property, including exhibits and assets. Responsibilities include patrolling the premises, monitoring security systems, enforcing policies, and responding to emergencies with professionalism and discretion. The role requires excellent observation, communication, and customer service skills, as well as the ability to handle physical demands such as prolonged standing and occasional lifting. This position reports to the Chief of Security and requires flexible availability, including weekends and evenings.

### **Essential Duties and Responsibilities:**

- Responsible for security and protection of museum property, exhibits, classrooms, and assets.
- Patrols the building to prevent unauthorized or suspicious activities.
- Monitors daily activities in the museum and surrounding areas via a closed-circuit television system.
- Opens and closes the museum building and conducts security checks accordingly.
- Assists visitors and staff in a courteous, professional, and customer service-oriented manner.
- Enforces museum security policies, and initiates security and emergency response procedures.
- Prepares incident reports that relate to any illegal or irregular activity.
- Maintains awareness of museum schedule and events, and makes announcements as needed.
- Provides escorts for the movement of cash, collections, and other valuables as required.
- Performs other duties as assigned.

### **Job Requirements:**

- Possess a high school diploma or equivalent.
- Must have 2 years security experience, or a combination of education and experience.
- Must have or be able to obtain CPR and First Aid certification.
- Must pass a background check prior to employment.
- Must be able to work a flexible schedule; to include weekends and evening hours as needed.

### **Knowledge, Skills & Abilities:**

- Exceptional observation skills.
- Excellent oral and written communication skills.

- Ability to meet the physical requirements of the job, including standing or walking for long periods of time, climbing stairs, and lifting objects up to 35 lbs.
- Ability to take appropriate action and remain clam in emergency situations.
- Ability to disseminate information in a courteous manner.
- Knowledge of proper use of emergency, communications and security equipment.
- Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals.

**Compensation:**

- Salary: \$17 per hour
- 401 (K) matching
- Paid parking

**Position:** Part-time, Non-exempt

**Please provide the following as part of your application:**

- Cover letter detailing your interest in the Gibbes Museum of Art and your qualifications (PDF)
- Resume including education and experience (PDF)

Send application by email to: [careers@gibbesmuseum.org](mailto:careers@gibbesmuseum.org)

*The Gibbes Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.*

Location: 135 Meeting Street, Charleston, SC 29401