



## Museum Security Supervisor (Night)

The Security Supervisor on the night shift (12 AM – 8 AM) will provide supervision for a team of proprietary security officers, who will insure a safe, pleasant, and welcoming experience for staff, visitors, and contractors. This position will have a thorough knowledge of security and safety policy procedures designed to insure the safety and security of all collections, visitors, staff and buildings of the Baltimore Museum of Art.

The supervisor provides relief, training and guidance as needed. Provides positive motivation as well as remedial counseling for officers, recommends disciplinary action when appropriate and prepares reports to document discussions relevant to poor performance issues. Provides general assistance to staff, peers, subordinates and visitors, focuses on the keeping the premises secure overnight. Responds to all alarm conditions, completes reports to document inconsistencies. Completes other security related duties as assigned by Supervisory Team.

### **RESPONSIBILITIES**

Responsibilities include but are not limited to:

- Provides support, direction, guidance and relief to security staff. Coordinates ongoing, consistent patrols of all museum spaces. Maintains working knowledge of emergency preparedness procedures including but not limited to evacuation policy and procedure. Maintains EasyTour systems and trains staff in proper patrol sequence. Displays a thorough knowledge of security-related standard operating procedures.
- Coordinates Security coverage plans for Daily/Weekly Special Event activities. Secures all departmental paperwork including but not limited to access registers, property passes, hot work permits, relief logs, inspection reports.
- Prepares the museum for daily operations by opening or securing museum spaces. May assist with maintaining appropriate gallery lighting and decorum.
- Works with computerized integrated security and fire systems including digital video monitoring and recording. Performs arm/disarm, bypass, silence and reset functions on a variety of security and fire system alarm control panels as required to return the facility to normal operating mode.
- Supports 12-8 officer team in completing nightly shift reports.
- Completes incident reports and surveys.
- Responds to unconfirmed reports from the security or fire panel as per dispatch from Security Command Center. Documents system issues/concerns.
- Climbs ladders and stairs, inspects roof hatches and perimeter doors, and performs walk tests of alarm devices. Responds to roof areas as required.
- May be responsible for issuing Hot Work Permits as per Department Policy and may perform follow up inspections of work site(s).
- Provides escorts for various operational needs.
- Receives and logs all lost and found property/facilitates return to owner.
- Works overtime, after hours and on weekends as needed.

### **QUALIFICATIONS**

- 3 years security related supervisory experience in a museum, cultural property, historic property or hospitality setting required.
- Strong leadership, interpersonal, planning and organizational skills, excellent written and oral communication skills; training, presentation, negotiation, problem-solving, and conflict resolution.
- Skilled in the use of Word, Outlook, Excel and PowerPoint.
- Ability to work effectively with a wide variety of visitors and staff.

### **BENEFITS**

We offer a competitive hourly rate and a generous benefits package. For this non-exempt position we offer medical, dental, vision, prescription, 403b retirement plan with employer match, long-term disability, flexible spending account, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

### **APPLY**

The BMA is an equal-opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send cover letter and resume to [HR@artbma.org](mailto:HR@artbma.org) with **“Security Supervisor - Night”** and **your first and last name** in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.

Position will be posted until filled.