



## **Job Posting**

**Date: September 14, 2021**

### **Security Guard (Part-time)**

Kirkland Museum of Fine & Decorative Art, in Denver, Colorado, allows visitors to time travel through about 150 years of art. The evolving collections contain over 30,000 works by more than 1,500 artists and designers, with about 4,400 works on view. The three principal collections are all shown together in salon style:

- A celebrated international decorative art collection from about 1870 to the present with examples of every major design period Arts & Crafts to Postmodern.
- Colorado and regional art from about 1845 to the present.
- A retrospective of Colorado's distinguished painter, Vance Kirkland (1904–1981).

Kirkland Museum of Fine & Decorative Art is looking for a Security Guard with exceptional keen observation skills, an eye for detail, sound judgment, and the ability to provide a safe, secure environment for the Museum's collections, its visitors, volunteers and staff at all times.

This role is responsible for the security of works of art, the Museum building and the safety of its visitors and staff. The Security Guard promotes and enforces safety policies and security procedures in the Museum galleries. This role is also responsible for preventing losses and damages by reporting irregularities and informing visitors of policy and procedures relevant to their visit.

**Job Status:** Part-time, Non-exempt.

**Schedule:** 20 hours a week. Schedule is Friday to Sunday (Friday-Saturday, 10:45 am-5:30 pm; Sunday 11:45 pm-5:30 pm) with occasional evenings and additional hours as needed for special events and programs, including holidays.

**Compensation:** \$18.00 per hour.

#### **Benefits & Perks:**

- Participate in the Museum's 401(k) plan.
- Sick paid time off.
- Discount off Kirkland Museum Store.
- Employee complementary tickets for friends and family.

### **Responsibilities and Duties:**

- Safeguard art, provide a visible presence that enforces safety and security.
- Remain alert and watchful, secure premises by patrolling the property, checking exits and monitoring security cameras.
- Maintain a working knowledge of the technical security equipment, including cameras, alarms and communications: ensure they are functioning properly at all times.
- Provide immediate response to alarms and other emergencies; report complaints and immediately address any issues regarding the security of the premises, objects visitors and staff. This includes contacting the appropriate city authorities as needed.
- Maintain constant awareness of Museum security policies and procedures
- Effectively handle evacuations and difficult situations according to the guidelines, such as detect and confront unauthorized persons and handle disturbances.
- Detect and report safety issues, such as suspicious behavior, fire hazards, vandalism, thefts or other criminal behavior.
- Investigate and report accidents, policy violations, criminal acts, property damages, injuries, hazardous conditions, and similar events.
- Ensure guests follow Museum policies and procedures (i.e., no food in the Museum, no touching of artworks).
- Assist in answering staff entry door and allowing entry, including but not limited to, vendors and deliveries of non-exhibition-related packages.
- Assist in escorting vendors around the premises.
- Redirect guests with artwork-related questions to the appropriate staff.
- Provide an unobtrusive, professional presence in the galleries at all times.

### **Knowledge, Skills and Abilities:**

- Represent the Museum with the highest integrity, professionalism, and advocacy for adherence to Museum policies.
- Think clearly and logically and take effective action in emergencies and/or while under physical and/or psychological stress.
- Ability to react calmly and appropriately to emergencies.
- Ability to anticipate, intervene, and prevent potentially harmful circumstances to artwork.
- Think clearly and logically and take effective action in emergencies and/or while under physical and/or psychological stress.
- Ability to read and interpret documents such as safety rules, product information manuals, and instructions.
- Ability to provide excellent customer service and conflict resolution skills.
- Ability to communicate effectively with individuals of varying social and cultural backgrounds.



- Dependability, flexibility and adaptability in a dynamic environment.
- Physically, mentally, and emotionally able to perform in a fast-paced environment while remaining flexible to changing event particulars.
- Ability to follow written and verbal instructions.
- Ability to work on your feet for up to 6 hours at a time.

### **Requirements and Qualifications:**

- High school diploma or GED; college, technical school, or training in security management, security systems, and/or security operations.
- Previous security experience required (2 years preferred), preferably in an artwork-related or cultural organization environment.
- A Security Guard License from the City and County of Denver is required.
- First Aid/CPR certification is strongly preferred but not required.
- Requires proficiency in Microsoft Office and other job-related computer software programs and equipment.
- Strong communication skills and ability to interact effectively with a wide range of museum members, visitors, volunteers and staff.

### **COVID-19 Precaution(s):**

- In-person interviews will be conducted in a well-ventilated meeting area with all participants masked and socially distanced.
- Kirkland Museum is operated in accordance with guidelines established by the Colorado Department of Public Health and the Environment (CDPHE) and the City and County of Denver.

### **How to Apply:**

Qualified candidates are invited to send their resume with a cover letter. Please include your schedule flexibility. Email to [resumes@kirklandmuseum.org](mailto:resumes@kirklandmuseum.org). Resumes will be accepted until all positions are filled. Final candidate will be subject to a background check, pre-employment drug screen. Please, no phone calls.

As an equal opportunity employer, Kirkland Museum is committed to advancing diversity within our organization. We are dedicated to creating and maintaining an inclusive and supportive work environment and providing employment opportunities to all qualified individuals. Kirkland Museum does not discriminate based on race, gender, sexual orientation, religion, nationality, ethnicity and every other attribute that makes us unique. We encourage individuals of all backgrounds to apply.

Kirkland Museum staff take pride in our standard of excellence; we are incredibly invested in our work and one another and are passionate about and inspired by the collection. The Museum's culture is built on the enjoyment of working collaboratively and supportively, where each staff member brings value or unique traits to the table.