



**Amherst College
Office of Human Resources**

JOB DESCRIPTION

Title: Museum Security Officer

Department: Museum Security Reports to title: Museum Security Supervisor

Full Time: _____ Part Time: X Date Prepared: 06/22/2017

Position Grade: CASUAL/ NA Regular Daily Work Schedule: NA to NA

Pay Type: Weekly X Monthly _____ Months Per Year: 12 Hours Per Week: NA

(Summer Months) Months Per Year: 12 Hours Per Week: NA

1. Summary of Position:

Ensures a safe and secure environment at the Amherst College Museums (Beneski Museum of Natural History, Mead Art Museum & Russian Cultural Center). Provides exemplary customer services representing the museums and the college. Conducts regular patrols of public areas, staff areas, collections storage and mechanical spaces, as well as museum exteriors. Ensures the policies, procedures and mission of the department are adhered to and upheld at all times. The Museum Security Officer takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

Work Schedule – Due to the nature of the position, evening and weekend work is required. The work schedule may vary during the following times:

- Tuesday through Friday – 8:30 am - 5:15 pm
- Tuesday through Thursday – 5:00 pm – 12:15 am (Academic Year only)
- Friday – 4:15 pm – 8:15 pm
- Saturday – Sunday – 8:30 am – 5:30 pm
- Sunday – 5:00 pm – 12:15 am (Academic Year only)

2. Principal Duties and Responsibilities:

Gallery Patrols (40%):

Assists with ensuring the policies, procedures and fundamentals of the Museum Security Department are upheld. Refers questions to the Director of Museum Security as needed.

Facility Patrols (25%):

Staffs regular patrol shifts (non-gallery areas) as a Museum Security Officer.

Special Event Supervision and Setup (10%):

Assists the museums with special event management and monitoring. Ensures occupancy limitations are not exceeded, and ensures all aspects of the event are adhered to (proximity to art work, no food areas, etc.)

Assists with setup and breakdown of special event items (clearing gallery furniture out of program spaces and moving in special event tables, chairs and other items as needed).

Administrative (10%):

Completes activity logs, documents incidents through detailed reports, conducts email correspondence as needed.

Documents items through photography.

(15%):

Conducts all duties for the Lobby Attendant position as needed (primarily during non-academic periods)

Other (5%):

Conducts other functions and purposes as needed by the college and its museums.

3. Internal-External Interaction/Communication:

Frequent communication with all staff working for/ collaborating with the cultural properties of Amherst College including Museum Staff (Directors, Curators, Collections Management, Education, Special Event Coordinators, Interns); Museum Security Staff (Security Supervisor, Security Officers Lobby Attendants and Visitor Services); Faculty, Alumni, Students, Community members.

4. Education: (include certifications and licenses)

Required: High School diploma or equivalent

Preferred: Associate's Degree (Criminal Justice, Administration, and/ or Emergency Management) and/or an accredited Law Enforcement or Professional Security Officer Certification, additional certifications (CIPS, CPR & First Aid)

5. Experience: (List specific skills necessary to perform this job)

Required:

- Strong verbal and written communication skills, problem solving, time management, interpersonal and customer service skills
- Proficiency with MS Office, Outlook, Excel
- Ability to work independently and as a member of a team

Preferred:

- 6 months of experience in private security and/or law enforcement or a similar field.
-

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Ability to lift, pull, push and carry up to 35 lbs.
 - Repetitive motions including hands, wrists, and fingers
 - Frequent walking, sitting, and standing.
 - Visual – close concentration
 - Work in a fast paced environment involving rule enforcement
-

7. Decision Making:

Decisions and daily routines are fairly prescribed and supervised.

8. Supervision Exercised/ Received:

Receives moderate supervision from Museum Security Supervisor.

Supervisory Responsibility: Yes_____ No X_____

Number of Employees Supervised: NONE_____