



## Museum Security Officer

### Operations & Capital Planning Division

The Baltimore Museum of Art (BMA) seeks enthusiastic and experienced Museum Security Officers to ensure a positive and welcoming experience for BMA visitors and members. The ideal candidate will have impeccable communication and customer service skills and will be comfortable managing multiple priorities while working in a fast-paced, team-based environment. Regular schedule includes weekends.

#### RESPONSIBILITIES

Responsibilities include but are not limited to:

- Providing exemplary customer service to BMA visitors and members
- Participating in Museum Security Training
- Working special event overtime including after normal work hours, before normal work hours and in-on-off day assignments as required.
- Working a variety of stationary, roving, escort and patrol post assignments for extended periods of time including inspections such as interior /exterior patrols. Identifying security and safety issues and reporting same to Supervisor.
- Acting as first line ambassadors of the Museum providing directions and brief salutations to visitors, contractors, and staff in public and non-public areas of the Museum.
- Projecting a professional appearance and demeanor to all.
- Reacting to security, fire and HVAC alarms and making appropriate notifications to Supervisors in a timely manner
- Opening/ Closing and securing all galleries and public spaces in accordance with museum procedures. Following emergency and evacuation procedures.
- Maintaining a professional demeanor at all times, especially when working in the public eye.

These part-time and full-time, non-exempt positions report to the Director of Security in the Operations & Capital Planning Division.

#### REQUIREMENTS

- Must be at least 18 years of age
- High School Diploma required, some college preferred
- Customer service experience highly desirable
- Applicants must be able to stand/walk for long periods of time
- Basic computer skills

#### BENEFITS

For this non-exempt position, we offer a generous benefits package including medical, dental, vision, prescription, 403b deferred compensation retirement plan, long term disability, flexible spending account; discounts at our museum shop, programs and exhibitions, and Gertrude's restaurant; reduced-fee gym membership, and a continuing education discount. We also offer accrued vacation, personal, sick, and holiday time.

#### 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.

Please send a cover letter and resume with **“Security Officer” and your first and last name** in the subject line.

Incomplete applications will not be considered.

**No phone calls please.**