

Phoenix Art Museum is looking for a **Security Officer** to provide a safe, secure environment for the Museum's collections, its members, visitors, volunteers and staff while maintaining the Museum's customer program standards. This position is scheduled for afternoon/evening hours.

**\*\* This position is for Second shift, must be able to work some weekend hours \*\***

**JOB DUTIES INCLUDE:**

1. Remain alert and watchful, circulate frequently through scheduled post to deter acts of vandalism, theft or negligence and ensure the safety of visitors, and may stand at posted area for extended periods of time.
2. Investigate and report accidents, policy violations, criminal acts, property damage, hazardous conditions and similar events (reporting is written and/or oral).
3. Maintain constant awareness of Museum security policies and procedures; effectively handle evacuations and difficult situations according to these policies and procedures.
4. Monitor and control entrance and exit of employees, volunteers, visitors and other persons to guard against theft and maintain security of the Museum. Assist Visitor Services and Receiving staff with package check-in.
5. Be aware of all Museum activities and events in order to provide a high level of customer service.
6. Obtain, through in-house or outside training program, First Aid/CPR certification and maintain status of this certification in order to assist in medical emergencies.
7. Advise appropriate personnel of any areas of the Museum that require cleaning and/or maintenance.
8. Treat the staff and public with courtesy and respect while upholding Museum policies.
9. Report to work punctually, prepared for each scheduled shift.

**MINIMUM QUALIFICATIONS:**

1. High school graduate or equivalent.
2. Previous security experience desirable.
3. Read and write English at a level required for successful job performance.
4. Think clearly and logically and take effective action in emergencies and/or while under physical and/or psychological stress.
5. Strong communication skills and ability to interact effectively with a wide range of Museum members, visitors, volunteers and staff.
6. Must be able to successfully complete/pass the necessary and required in-house training programs.

**Please submit cover letter, resume, and salary requirements with job code PAM-SO to HR@phxart.org**

**Job Status:** full-time, non-exempt, regular

EOE