

Security Officer

Title: Security Officer (SO)

Reports to: Chief of Security

Compensation: DOE, Part-time/On-call, Non-exempt hourly position

Direct Reports: None

BELLEVUE ARTS MUSEUM

Bellevue Arts Museum provides a public forum for the community to contemplate, appreciate, and discuss visual culture. We work with audiences, artists, makers, and designers to understand our shared experience of the world.

GENERAL FUNCTION

The primary function of the Bellevue Arts Museum's Security Department is to ensure the safety and security of the Museum's visitors, staff, facilities and its temporary collections with a customer service mindset. This department supports all activities, events and functions of the Bellevue Arts Museum. The Security Officer's responsibility is to uphold the Museum's policies and procedures by supporting Museum functions and by providing excellent support to all of its internal and external customers. As an essential part of our mission and goals, diversity and equity are fostered in all aspects of the Bellevue Arts Museum. We are committed to building an inclusive and diverse workforce that fosters creativity and innovation.

QUALIFICATIONS

Education: A High School diploma, or GED required

Experience: At least 1 year of security work experience. One year customer service work experience combined with study in related areas such as criminal justice, sociology or museum studies will be considered in lieu of formal security experience.

License & Certification: Must possess a current First Aid, CPR and AED certification, or be able to obtain the certifications within 60 days of hire.

Knowledge and Skills:

- Displays excellent customer service skills and comfortable working with diverse populations
- Ability to effectively communicate verbally and in writing
- Computer proficiency in a Microsoft Windows environment
- Ability to effectively communicate to internal and external customers through a variety of media that includes but not limited to: email, telephone, two-way radio, and person to person

Museum-specific Qualifications:

- At time of job offer must be able to pass a criminal background check
- Customer service/patron driven focus with a positive, collaborative, solution-based attitude that stays within and upholds Museum's policies and procedures
- Possess a valid Washington driver's license and/or a valid Washington Identification card.

- Onsite attendance is essential to perform the duties of this position

ESSENTIAL JOB FUNCTIONS

- Provide excellent customer service.
- General awareness of surroundings while enforcing Museum policies and procedures,
- Deter, detect and respond to the tampering, vandalism and theft of Museum's temporary collections and property.
- Respond to emergencies (medical, fire, earthquake, evacuations, etc.).
- Conduct patrols in designated interior and exterior areas.
- Monitor gallery activity while controlling access.
- Assist others with their lost and found property inquiries.
- Produce detailed reports capturing shift activities and incidents; verbally, in writing and by computer.
- Monitor security video and intrusion detection systems.
- Turn on/off exhibit-related items following procedures set forth by BAM AV personnel or Curatorial staff.
- Assist other departments with retrieval of packages and deliveries
- Assists with information regarding current exhibitions
- Subject to other duties as assigned in support of the Museum's mission.

Reasonable accommodations may be made for individuals with disabilities to perform the essential functions

PHYSICAL REQUIREMENTS:

- This position requires the ability to lift up to 50 lbs.
- This position has a high-level of public contact
- This position requires one to work outside on occasion and may work during periods of inclement weather
- Must be able to stand and walk for long periods of time, climb ladders, and stairs
- This position may come into contact with a variety of approved chemicals
- This position requires some work in an office environment, which requires periods of sitting and repetitive wrist and arm movement
- The ability to focus, bend, carry, reach to the side, front and overhead, push, pull, walk, stand, twist and squat, grab, squeeze are repetitive physical movements are requirements of this position

TO APPLY

Submit a resume with "Security Officer application" in the subject line to Jeremiah Meno at jeremiahm@bellevuearts.org. Position open until filled. No phone calls please.