



**TUCSON MUSEUM OF ART AND HISTORIC BLOCK  
SECURITY OFFICER III  
JOB DESCRIPTION  
EOE**

**POSITION:** Security Officer (III)

**WORK SCHEDULE:** The work shift will vary according to the Museum's exhibition, event, and facility rental schedule. Average work schedule is two days per week: seven hours per day Thursday through Sunday.

**STATUS:** Regular Part-time Non-exempt

**RATE:** 14.00 per hour.

**REPORTS TO:** Security Supervisor

This is specialized security work that involves sound knowledge of museum security principals in protecting the collections and the museum's visitors. Work is performed in accordance with the operating, emergency, and collections management policies of the Museum. The employee is expected to exercise good judgment and considerable tact in enforcing the rules. Work involves fixed and rotating posts; observance of visitor behavior within the Museum complex; attendance of training and informational sessions; answering visitor questions and serving as a representative of the Museum to the public; assistance in the identification of risks to the Museum, its facility, visitors, and personnel; assisting in the set up and break down of Museum events; and on occasion when time permits, housekeeping duties such as dusting or vacuuming.

**ABOUT THE TUCSON MUSEUM OF ART**

At the Tucson Museum of Art, we actively seek to employ a diverse group of people who embody, promote, and uphold our organizational values and Inclusion, Diversity, Equity and Access (IDEA) Plan. We welcome and encourage individuals of all backgrounds to apply. The IDEA Plan's principles of relevancy, community, respect and multivocality are at the heart of the museum's collection, exhibitions, programs, Board of Trustees, staff and volunteer groups.

Located in downtown Tucson, the Tucson Museum of Art and Historic Block connects art to life through meaningful and engaging experiences that inspire discovery, spark creativity, and promote cultural understanding. A core value of the museum's 2020–2023 Strategic Plan is to ensure a culture of inclusion, diversity, equity and access.

As a responsive, community-centered museum, we strive to represent, activate, and advocate for all Southern Arizona communities.



## **EXAMPLES OF WORK PERFORMED**

- Read, know, and apply the Museum's Security Manual procedures and policy.
- Complete incident reports when necessary.
- Greet and inform visitors about the Museum, its services, and exhibitions.
- Observe visitor behavior. Maintain visitors within view and ensure that visitors do not touch or otherwise create a risk to the art on exhibit. Circulate throughout the galleries maintaining constant checks on the activities and well-being of patrons and the security of the Museum and its collections.
- Advise visitors regarding the photography policy when necessary.
- Turn on and off gallery lights at opening and closing times; evaluate the condition of the gallery at opening and closing times. Report any changes to the security supervisor.
- Check all public and private areas before closing.
- Performs other related work as required.

## **MINIMUM REQUIREMENTS – KNOWLEDGE & SKILLS**

- Ability to read and write. High school diploma or GED recommended.
- Ability to operate complex burglar alarm and fire detection systems.
- Ability to establish and maintain friendly and courteous relationships with Museum patrons and fellow staff.
- Skill in the operation of office equipment.
- Knowledge in the operation of two-way radios.
- Ability to remain alert and concentrate on assigned tasks; physical ability to stand for long periods of time, to move items for set up and break down of Museum events, and ability to cover large areas of the Museum when on shift.

### **Application Materials:**

- Resume or curriculum vitae
- Contact details for two professional references.

To Apply send application materials to [jobs@tucsonmuseumofart.org](mailto:jobs@tucsonmuseumofart.org)