



## **POSITION DESCRIPTION**

### **MUSEUM SECURITY OFFICER**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). The Museum Security Officer works as part of a team of security officers to enforce the rules and regulations that safeguard the property (both physical and intellectual), collection, and staff at Vizcaya Museum and Gardens.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. 2017. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

#### **Essential Functions**

- Patrol and protects a public historical art museum and gardens and adjacent property as may be required during their shift by conducting foot patrol, bike patrol, and vehicle patrols
- Staff various security posts during their shift, and responds to call as assigned by their shift supervisor
- Protects property, public and staff and prevents unauthorized entry
- Responds to security incidents or emergencies and assists in their resolution and writes reports as may be required
- Investigates accidents and prepares accident incident reports and logs in accordance with established policies and procedures
- Assists law enforcement agencies in investigative and emergency situations
- Provide security for large and/or special public and private events at the Museum and Gardens
- Control and direct traffic during events to expedite the flow of traffic for maximum efficiency and safety
- Operate CCTV equipment and have working knowledge other security systems and equipment
- Operates mobile radio equipment, intercommunication devices, and patrol vehicles
- Assists during group tours as may be required
  
- Utilize technology such as computers, fax/copy machines
- Administers first aid to visitors, staff, contractors as may be required
- Reports any unusual situation, potential threat or malfunctioning equipment to shift supervisor

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

#### **Compensation**

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, and robust medical and other insurance benefits for full-time employees.

### **Equal Opportunity Employer**

Vizcaya Museum and Gardens is committed to equity and inclusion and we are at the beginning of a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

### **To Apply**

Please submit a resume and a cover letter expressing your interest in this position to: [HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org)

### **Education and Work Experience**

**Required:** High School Diploma or GED. Three year of experience in protective services, security, or law enforcement is required. Must possess driver license.

**Certifications Required:** Must possess a State of Florida Class D Security Officer license. Must obtain certification in AED, CPR, and First Aid during the first six months of employment and maintain certifications for continued employment.

### **Skills and Attributes**

- Knowledge of the basic rules of conduct required in a public historical art museum.
- Ability to work long hours while standing.
- Ability to deal courteously and tactfully with the public.
- Ability to enforce basic rules of conduct at a public historical art museum.

### **Work Environment/Physical Demands**

- Job duties are a combination of outdoors and indoors
- Occasional lifting up to 50 pounds
- Frequent walking, standing and bending
- Occasionally stooping, kneeling, or reaching overhead
- Getting in and out of vehicles frequently

### **Position Type/Expected Hours of Work**

This is a full-time (40 hours per week) hourly, non-exempt position.