



POSITION DESCRIPTION

MUSEUM SECURITY OFFICER

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Museum Security Officer ensures the safety and security of Vizcaya's property (including its art collections), visitors and staff. The position is on the Finance & Operations Team in the Safety & Security Department and reports to the Chief of Safety and Security.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. 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

- Protect Vizcaya's property, visitors and staff by serving in assigned posts and responding to supervisor calls within the museum and throughout the gardens and grounds.
- Engage in foot, bicycle, and vehicle patrols to monitor activities and prevent violations including unauthorized entry.
- Respond to security incidents, accidents, or emergencies; assist in their resolution, including administering first aid; write incident reports as required.
- Assist law enforcement agencies in investigative and emergency situations.
- Assist with visitor logistics and provide security and direct traffic for large and/or special public and private events.
- Operate CCTV equipment, mobile radio equipment, public address system, and patrol vehicles.
- Report 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.

Position Requirements

- At least one year of experience in protective services, security or law enforcement.
- High school diploma or GED.

- Must possess driver's license and possess or maintain a State of Florida Class D Security Officer license and certifications in AED, CPR, and First Aid during the first six months of employment; must maintain certifications for continued employment (at Vizcaya's expense).
- Knowledge of the basic rules of conduct required in a museum.
- Ability to work long hours while standing and to deal courteously and tactfully with the public while monitoring and enforcing rules of conduct.
- Commitment to collaboration, customer service, strategy, and innovation.
- Experience operating computers and other basic office equipment.
- English fluency.

Factors Vizcaya Will Consider When Evaluating Applicants

- Additional relevant work experience, training or education, a State of Florida Class D Security Officer license and/or certifications in AED, CPR and First Aid.
- Spanish, Haitian Creole and other language skills.

Compensation

Vizcaya Museum and Gardens offers competitive compensation, generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. The starting salary for this position is \$18/hour.

To Apply

Please submit a resume expressing your interest in this position to: HRVizcaya@vizcaya.org. Please reference the position title in the subject line of your email.

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.

Work Environment/Physical Demands

The work is done indoors and outdoors and involves occasional lifting up to 50 pounds; walking and standing for long periods of time; using golf carts and other vehicles; and interaction with the public. Vizcaya is a non-smoking environment.

Position Type/Expected Hours of Work

This is a full-time (40 hours per week) hourly, non-exempt position with rotating shifts that typically include weekends, holidays, daytime, and evenings. Position requires a flexible schedule and is not limited to 8-hour shifts.

Updated: August 18, 2022