



POSITION DESCRIPTION

Museum Security Supervisor

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Museum Security Supervisor is responsible for the daily operation of the Museum. This individual works alongside the Manager of Safety and Security or Director of Safety and Security to oversee a team of security officers that enforces rules and regulations to safeguard the property (both physical and intellectual), collection, and staff at Vizcaya Museum and Gardens. The position is in the Finance Department, reports to the Director of Safety and Security / Manager of Safety and Security and supervises the Museum Security Officers.

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

- Plans, assigns, and reviews the work of security officers engaged in protecting and patrolling a public historical art museum and gardens and adjacent property
- Patrols Vizcaya Museum and Gardens property to prevent unauthorized entry and enforce established policies and procedures
- Prepares work schedules and assigns posts and work areas; changes or modifies work schedules as needed.
- Makes recommendations to the Director of Safety and Security / Manager of Safety and Security regarding hiring, discipline, and promotion of subordinates; evaluates and rates employee performance
- Responds to security incidents or emergencies and assists in their resolution and writes reports as required
- Provide security supervision for large and/or special public and private events at the Museum and Gardens as required
- Supervises traffic control operations during events to expedite the flow of traffic for maximum efficiency and safety
- Investigates accidents; prepares incident reports and reviews those written by security officers to verify they are properly written in accordance with established procedures
- Provide first aid to the public, and staff as required
- Assists law enforcement agencies in investigative and emergency situations
- Operate CCTV equipment and have working knowledge other security systems and equipment

- Operates mobile radio equipment, intercommunication devices, and patrol vehicles
- Utilize technology such as computers, fax/copy machines
- Ensures Museum Security Officers are properly attired
- Ensures all Security Vehicles are clean and in working order
- Checks equipment to ensure proper working order

General Responsibilities

- Achieve meaningful and timely actions that advance Vizcaya's mission, vision, and strategic plan.
- Help to sustain and grow Vizcaya's revenues and participate in pursuing funding opportunities.
- Proactively promote communication, collaboration, and customer service.
- Engage in internal committees as appropriate and complete assigned tasks in a timely manner.
- Recommend hiring, discipline and promotion of your direct reports; review and approve payroll, leave and overtime; set annual employee goals and evaluate performance.
- Ensure you and your direct reports understand and comply with Vizcaya's policies and procedures; review the work of your direct reports for accuracy and appropriateness.

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

Position Requirements

- High School Diploma or GED. Three years of experience in protective services, security, or law enforcement is required.
- Must possess a driver's license.
- Must possess or obtain a State of Florida Class D Security Officer license during the first six months of employment and maintain certifications for continued employment.
- Must obtain certification in AED, CPR, and First Aid during the first six months of employment and maintain certifications for continued employment.
- Thorough knowledge of the policies, regulations, and procedures used in protecting and patrolling public property at the Vizcaya Museum and Gardens.
- Thorough knowledge of the geography of Vizcaya Museum and Gardens.
- Knowledge of modern security practices and techniques.
- Knowledge of supervisory principles and practices.
- Ability to plan, assign, and review the work of a staff of subordinates in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with subordinates, superiors, and the public.
- Ability to react promptly and appropriately under emergency circumstances.
- Ability to enforce security and safety regulations firmly and impartially.
- Demonstrated leadership, teambuilding, communications, security management skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy, and innovation.
- English fluency.

- Proficiency with Microsoft Office.

Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation

- Additional relevant work experience, training, and education.
- 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. Compensation will be based on experience and skills. The starting salary for this position is \$22.00/hour.

Work Environment/Physical Demands

- Most of the work is done involving interaction with the public, community members, partners, donors, vendors, contractors. Vizcaya is a non-smoking environment.
- Job duties are a combination of outdoors and indoors.
- Occasional lifting 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/Schedule

- This is a full-time position that requires all times of day or night, weekends, and holidays.
- Position requires full open availability and is not limited to regular 8-hour shifts.

To Apply

Please submit a resume 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 is engaged in 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.

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