

## **Overnight Security Guard (12:30A-9:00A, Th thru M; OFF on Tu & W)**

This position is to maintain the safety and welfare building and artwork by monitoring all buildings and grounds within the museum complex and take appropriate action.

### **Specific Responsibilities:**

- Monitors Museum and grounds to detect safety issues, potential safety or security concerns using closed circuit television monitors and notifies other guard via radio of the need for corrective action or if irregularities are seen. Verifies all cameras are operational and are positioned correctly for area monitoring.
- Makes multiple rounds per shift to monitor areas of the museum that the camera cannot see, to include but not limited to, doors, upstairs penthouses, galleries, and storage area in the basement
- Monitor alarm panel and fire alarm system take appropriate action based on incident.
- Maintain detailed log by typing all entries into computer. Control distribution and maintain property and logs for company vehicle keys, building access badges, radios, safety vests, flashlights and all other items necessary.
- Responsible for checking vendors and visitors entering museum through lower-level dock areas by reviewing documents and making sure to log all visitors.
- Keep dock traffic moving so all have equal and ready access to the facility and make sure only authorized vehicles are at the dock.
- Greet visitors and answer phone in positive and professional manner and provide appropriate information or transfer to appropriate extension.
- Ensures operation of equipment by completing preventative maintenance required, troubleshooting malfunctions; and submitting in repair requests.
- Communicates any issues with the day shift and operations leadership.
- Attendance is important to the safety of the museum depends on this position.
- Contributes to team effort by accomplishing related duties as needed.
- Inspect art and facility during rounds conditions, annotating concerns, and maintenance issues.
- Administer Museum guidelines and emergency procedures, effectively assisting with difficult situations and emergency response, including evacuations and shelter-in-place events.
- Stays awake and vigilant during the night.
- Completes forms accurately and completely via a computer

### **Qualifications:**

- Ability to hear a radio communication with background noise.

- Ability to sit and watch computer TV monitors for long periods of time and stay focused on keeping the museum, visitors, and staff safe.
- Sharp technical mind and capable of working with all different models of video equipment, computers and radios and finger dexterity to type reports on a computer.
- Visual acuity to see movement on small screen.
- Ability to learn museum policies and calmly respond to emergency procedures
- Ability to collaborate with a diverse range of individuals
- Ability to proactively interact with visitors and provide guidance on Museum guidelines
- Ability to conduct detailed inspections in accordance with Museum procedures
- Ability to fill out forms accurately and completely
- Strong verbal communication skills
- Ability to work within a patrol area or post and stand for long periods of time
- Ability to interact and communicate professionally, courteously, and effectively with a wide range of Museum members, visitors, volunteers, and staff.

#### **Education & Experience:**

- Experience in customer service environment, demonstrating exceptional service skills.
- Must be computer literate; must have the ability to read and understand instructions
- Prior experience in a museum environment a plus.
- Must be able to walk the Museum and grounds for 8 hours.

*NOTE: After successful completion of the 90-day probationary period, a pay increase of \$1.00/hr. will be given.*

The National Cowboy & Western Heritage Museum is a non-smoking facility and campus.

Job Type: Full-time

Pay: \$15.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance

- Paid time off
- Vision insurance

TO APPLY, send your resume to: [HR@thecowboy.org](mailto:HR@thecowboy.org).