

# MFA *The Museum of Fine Arts, Houston*

## **Position Available**

Title: **Security Officer**  
Reports To: Security Director  
Pay Type: Hourly, Nonexempt, Full Time, 40 hours/week  
Salary: \$9.00/hr  
Benefits: Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts  
Work Schedule: To Be Determined  
Work Location: Museum Properties, non-smoking facilities

### **Responsibilities:**

- Conduct daily inventory to check the presence and condition of works of art on display
- Observe works of art and protects against vandalism and theft
- Interact with visitors to give directions, information and provide general assistance
- Enforce all museum and security department policies and procedures
- Complete written reports of accidents and incidents
- Work with mechanical and electronic security devices for securing museum properties
- Provide for the personal safety of staff and visitors
- Provide security for all museum properties and facilities
- Perform other duties as assigned by the Security Director

### **Skills, Knowledge and Abilities:**

- Must be able to stand for long periods of time, walk, climb stairs, and lift up to 50 lbs.; (must be able to lift a fire extinguisher or small child)
- Should have good verbal communication skills in order to speak to visitors and be understood
- Must have good writing skills for making written reports
- Must be tactful and polite in dealing with the public
- Must be presentable at all times through proper grooming and personal hygiene
- Must be observant in order to detect and report unusual behavior or circumstances
- Must be alert and able to respond quickly in an emergency
- Must be able to work a flexible schedule (there are three shifts per day)

### **Education and Experience:**

- High school graduate
- Previous experience in security is helpful, but not required (guards will be trained)
- Previous customer service experience desired
- Security Officers are required to maintain non-commission status through the Texas Commission on Private Security

### **How to Apply:**

Send resume to Human Resources, Job 17-SEC, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: [jobs@mfa.org](mailto:jobs@mfa.org).