Position Title: Security Specialist
Department: Operations
Location: Santa Fe, NM
Pay: $15.00
Hours: Full-Time

**Position Summary**
The Georgia O'Keeffe Museum has one opening for a Full-Time Security Specialist. Our security Specialists are vital members of our operations team, ensuring the safety of our visitors and staff, and Protecting the Museum collections and property. Our security specialists provide frontline emergency response and maintain emergency preparedness while delivering superior customer service.

Successful candidates will have previous security experience, high attention to detail, communication skills, sound judgment and decision-making, and ability to respond effectively in emergency situations.

Must be available to work nights, weekends and Holidays as needed.

*COVID-19 considerations:*
All visitors and employees are required to wear a mask at all times and maintain social distancing of 6 feet or more. All staff complete COVID safe practices training through NM Safe Certified. Common surfaces are sanitized regularly, and cleaning measures are in place to prevent the spread of the virus. Curbside pickup is available for retail purchases. Masks and PPE are provided to all staff.

**Responsibilities include but not limited to**
Patrols and inspect buildings and grounds.
Provide emergency response.
Follow safety security and emergency procedures as required.
Maintain a shift log, monitor and operate alarm and security systems as required.

**Background and Qualifications**
Subject to background check.
High school diploma or GED preferred but not required.
Previous security experience beneficial but not required.

**Skills and Abilities**
Position requires standing or being in a stationary position for long periods of time, climbing stairs, and occasionally may need to lift/move/carry up to 50 lbs.

**Benefits**
This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!
To be considered, please send your resume to:
Jobs@okeeffemuseum.org

The Georgia O’Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.