

# Georgia O'Keeffe Museum

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

## **Position Summary**

The Georgia O'Keeffe Museum is in search of a Security Specialist to join our Operations team. 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, provide frontline emergency response and maintain emergency preparedness while delivering superior customer service. This position is also responsible for responding to the needs of visitors, promoting the mission of the Museum, and maintaining an excellent standard of service.

This customer-facing role requires a professional, flexible and positive demeanor.

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

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

## **\*COVID-19 considerations:**

Common surfaces are sanitized regularly, safety and cleaning measures are in place to prevent the spread of the virus. Masks and PPE are provided to all staff.

## **Responsibilities include but not limited to**

- Actively greets guests in a professional and cordial manner, orienting visitors to the Museum
- Ensures a safe and welcoming environment for guests and team members
- Patrols and inspects buildings and grounds
- Provide emergency response to visitors and staff
- 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.

Previous experience in a customer service role preferred

## **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](mailto: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.*