



Position Title: Part-Time, Security Specialist
Department: Operations
Location: Georgia O'Keeffe Museum, Santa Fe, NM
Pay: \$16.00/Hour
Hours: Part-time, up to 29 hours per week

Position Summary

The Georgia O'Keeffe Museum is in search of a part-time Security Specialist to join our Operations team at the Georgia O'Keeffe Museum in Santa Fe, NM. Our Security Specialists are vital members of our operations team, ensuring the safety of our visitors and staff, protecting the Museum providing frontline emergency response, and maintaining 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 the ability to respond effectively in emergency situations.

Must be available to occasionally work weekends, and Holidays, if needed.

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.

Special Projects or Additional Duties

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

Background and Qualifications

- 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, climbing stairs, and occasionally may need to lift/move/carry up to 50 lbs.

Benefits

This position is eligible for some benefits including 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, and PTO!

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.

Applicants must be authorized to work in the US for any employer, without needing sponsorship