

# WITTE

## MUSEUM

### POSITION ANNOUNCEMENT

#### SECURITY & PUBLIC SAFETY OFFICER - P/T

##### POSITION SUMMARY:

The Security & Public Safety Officer is responsible for ensuring the safety and security of the guests, staff, facilities, and collections at the Witte Museum and its related sites. The officer assists in asset protection, loss control, and guest service. The Security & Public Safety Officer implements policies and procedures designed to protect the human and physical assets of the Witte Museum.

##### KEY DUTIES AND RESPONSIBILITIES:

- Minimizes loss from accidental, catastrophic, and criminal events
- Implements safety and health programs to maintain a safe, healthy environment for guests and employees
- Interacts positively with museum guests and groups to ensure safety, comfort, and enjoyable experiences
- Monitors building security and fire systems, investigates abnormalities, and reports results to the Security & Public Safety Coordinator and/or the Manager on Duty (MOD)
- Implements emergency communication network and provides emergency assistance as needed
- Patrols museum facilities and grounds to ensure the safety and security of guests, staff, facilities, and collections
- Ensures staff, visitors, contractors, and vendors follow Witte Museum and Security & Public Safety policies and procedures
- Prepares detailed daily logs, checklists, and incident reports for the Security & Public Safety Coordinator
- Assists with special events and after-hour events as assigned by the Assistant Director of Visitor Services
- Performs duties as assigned by the Security & Public Safety Coordinator, Assistant Director of Visitor Services and Director of Visitor Services

##### EDUCATION:

- High School Diploma or GED required

##### EXPERIENCE AND SKILLS:

- Must be certified in CPR and First Aid within the first three months of employment
- Must have experience and training in public safety and guest service
- Must be self-motivated, detail oriented, possess excellent people skills and be guest driven
- Must have good communication skills
- Must be able to work independently and as a team member
- Prefer bilingual (English/Spanish)

##### PHYSICAL REQUIREMENTS:

- Must be in good physical condition
- Able to move and lift up to 30lbs.
- Must be able to bend, stoop, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including weekends, holidays, and after hours

The Witte Museum is an equal opportunity employer.

Closing date: Open

Please submit resume to:

Witte Museum  
ATTN: Human Resources  
3801 Broadway  
San Antonio, Texas 78209

Resumes may be faxed to:

Witte Museum  
ATTN: Human Resources  
210-357-1882