



SECURITY & PUBLIC SAFETY OFFICER – F/T OVERNIGHT

The Witte Museum is where Nature, Science and Culture meet, through the lens of Texas Deep Time and the themes of Land, Sky, and Water. The Witte is the only museum that focuses on Millions, Thousands and Hundreds of Years in what we now call Texas. The Witte inspires people to shape the Future of Texas through transformative and relevant experiences in engaging exhibitions and programs. Founded in 1926, the Witte is located along the San Antonio River and has recently renovated and expanded the entire museum campus.

POSITION SUMMARY

The Security & Public Safety Officer is responsible for ensuring the safety and security of the visitors, staff, facilities, and collections at the Witte Museum and its related sites. The Security & Public Safety Officer assists in asset protection, loss prevention, emergency response, and creating a positive visitor experience. The Security & Public Safety Officer enforces policies and procedures designed to protect the human and physical assets of the Witte Museum. The Security & Public Safety Officer will execute directives promptly that will always positively impact the operation of the Witte Museum. Every Security & Public Safety Officer is expected to conduct themselves at the highest standard of professionalism for they represent the Witte Museum at all times.

RESPONSIBILITIES

- Minimizes loss from accidental, catastrophic and criminal events through physical patrols of entire campus, which are to be conducted several times per shift and through monitoring fire, surveillance and access control systems
- Prepares detailed daily logs of all pertinent events and findings, completes checklists, and generates incident reports for the Director of Security & Public Safety and Managers of Security & Public Safety
- Reports anomalies to the Director of Security & Public Safety and Managers of Security & Public Safety in a timely manner
- Nightly inspections of all two-way radios to ensure they are fully operational, reporting deficiencies to be serviced, and properly cleaning and charging all devices
- Visual inspections of fire suppression system pressure levels, extinguishers, and AEDs to be completed and logged weekly and submitted to Director of Security & Public Safety and Managers of Security & Public Safety for verification
- Conducts monthly inspection of all elevators, to ensure all elevators are in compliance with national fire code standards
- Implements emergency communication network
- Provides emergency assistance as necessary
- Patrols museum facilities, grounds and parking garage to ensure the safety and security of visitors, staff, facilities, and collections
- Ensures the Witte Team, visitors, contractors, and vendors follow the policies and procedures of the Witte Museum
- Supports special events with direction from the Witte Museum Events Team
- Performs duties as assigned by the Director of Security & Public Safety and Managers of Security & Public Safety
- Other duties as requested by members of the Senior Management Team (SMT)
- Interacts positively with all museum visitors as well as entire Witte Team and provides immediate visitor service response

EDUCATION

- Required: High School Diploma or equivalent
- Preferred: Some college or Bachelor's degree in security or related field

EXPERIENCE AND SKILLS

- Must be certified in CPR and First Aid within 3 months of employment
- Must have experience and training in public safety, loss prevention, CCTV and access control systems
- Must be familiar with Microsoft Office software (Word, Excel and Outlook)
- Must be self-motivated, detail-oriented, and possess excellent people skills and be visitor driven
- Must have outstanding written and verbal communication skills
- Must be able to work independently and as a team member
- Preferred: experience with Symmetry and Milestone software
- Preferred: minimum of two years experience in museum-related field
- Preferred: former military or first responder experience

PHYSICAL REQUIREMENTS

- Must be in good physical condition, able to move moderately heavy objects (30lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including daytime shifts, weekends, and holidays

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org