

SECURITY OFFICER

Part-Time Employment

The part time security officer is scheduled no more than 20 hours per week. Candidate must be able to work weekends, nights and holidays and be comfortable working both independently and in a team environment. This is ideal for someone looking for a second job.

Reports to: Security Director

Basic Functions and Responsibilities including but not limited to:

- Monitor fire systems, respond to and investigate alarms and implement emergency procedures, up to and including evacuation, when appropriate
- Monitor security systems, arm/disarm systems, respond to and investigate alarms
- Conduct scheduled and random checks of the Museum public and non-public areas, during operating and non-operating hours and ensure the safety of guests and staff
- Conduct end-of-day safety and security checks of the Museum facilities
- Provide first-aid in the event of injury to guests or staff, and generate written reports
- Handle lost and found items and inquiries according to Museum policy
- Perform office related duties to include operating computer, portable radios, CCTV and related equipment
- Perform other related duties as assigned by the Security Director and Museum Management

Qualifications:

Good communication (written and verbal) and interpersonal skills; basic knowledge and experience with the Microsoft Suite of programs including Word and Excel. Experience as a security officer/guard, loss prevention specialist, police officer or military police, or equivalent combination of training and related experience. Must be able to work days, evenings, weekends and holidays.

Physical demands: Ability to stand/sit/walk for extended periods of time; ability to lift/exert up to 50lbs

Environmental conditions: Inside, but subject to ventilation systems throughout the buildings; possible exposure to unpleasant or inclement weather conditions when conducting outside checks and/or traveling to and from parking areas.

[APPLY HERE FOR THIS POSITION](#)

*THANK YOU FOR YOUR INTEREST IN THE FORT WORTH MUSEUM OF
SCIENCE AND HISTORY!*