**Asia Society Career Opportunity**

**Location: New York**

**Position: Security Services Manager (Grade 6) Code 1707**

**Purpose:**

The Security Services Manager is responsible for maintaining 24-

hour/seven-day a week physical coverage, control and safety of the Asia

Society building occupants and the Collection.

**RESPONSIBILITIES:**

* Coordinate security needs with all departments for events.
* Supervise and schedule vacation and other excused time for security personnel.
* Schedule outside agency guards for galleries and special events.
* Monitor and program all security equipment, CCTV, access control systems and burglar alarms.
* Maintain relations with various Federal, State and City law enforcement agencies.
* Schedule security personnel for training.
* Review and document all incident reports.
* Investigate and respond to all emergencies (fire, bomb threats, burglar alarms, etc.).
* Schedule Fire Drills as needed.
* Maintain and enforce all security, fire and life safety procedures.
* Orient all staff of the building procedures, take photos and issue ID’s.
* Maintain, monitor and control flow of traffic in the building.
* Relieve security officers for lunch and fill in on vacation and other days off when needed.
* Flexible work schedule; available to work during hi-level scheduled programs.
* Other duties as assigned.

**QUALIFICATIONS:**

* Certified New York State Security Guard.
* Certified New York City Fire Department Fire Safety Director preferred.
* Certified NYFD Fire and Emergency Drill Conductor, F-07 & W-07
* Excellent interpersonal skills.
* Bachelor’s degree and 3-4 years of law enforcement experience/or high school diploma 6-8 years of law enforcement experience preferred.
* Working knowledge of Microsoft Office software.

**COMPETENCIES:**

**Leadership:**

* Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
* Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

**Professional and Results-Oriented:**

* Seeks to consistently produce results that achieve goals and objectives
* Conscientious and efficient in meeting commitments and observing deadlines
* Able to work independently with minimum supervision
* Good judgment, tact and discretion
* Ability to translate ideas into action

**Collaboration and Teamwork:**

* Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
* Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
* Acts as a global facilitator to have conversations, exchange ideas and build understanding

**Innovation:**

* Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
* Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

**Technical Expertise:**

* Professional competencies in the related field of work
* Recognizes trends in theory and practice of one’s own technical area and effectively prepares for anticipated changes

**How To Apply:**

Please email your cover letter, resume, and salary requirements to [securityjobs@asiasociety.org](mailto:securityjobs@asiasociety.org) Indicate job title and reference code in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an equal opportunity employer.

