



JOB DESCRIPTION

Job Title: Security Officer
Reports to: Nancy C. Allen Curator & Director of Exhibitions
Classification: Part time/ Non-Exempt
Work Schedule: Up to 20 hours per week; will be required to work some evenings and weekends

ORGANIZATIONAL SUMMARY: Asia Society is the leading global and pan-Asian organization working to strengthen relationships and promote understanding among the people, leaders, and institutions of the United States and Asia. We seek to increase knowledge and enhance dialogue, encourage creative expression, and generate new ideas across the fields of arts and culture, policy and business, and education.

Founded in 1956, Asia Society is a nonpartisan, nonprofit educational institution with 14 global centers, located in Hong Kong, Houston, Los Angeles, Manila, Melbourne, Mumbai, New York, San Francisco, Seoul, and Washington, DC.

PURPOSE: The Security Officer is responsible for making sure that the art is kept safe and our guests have safe, enjoyable visits to Asia Society Texas Center (ASTC).

The Security Officer works primarily in the galleries where the art is exhibited. She/He is trained to keep the art safe from damage, and is also responsible for assisting in ensuring the safety and the quality of the experience of the guests. The Security Officer also works to secure the building, staff, and guests.

RESPONSIBILITIES:

- Tour gallery areas continually to prevent damage, theft and vandalism.
- Must be present when guests are in the galleries.
- Observe, detect and report on any suspicious activity, safety hazards or damage to property.
- Informs and/or warns violators of rule infractions, such as bringing unauthorized items into the building, touching artwork, unauthorized photography, and violating any other museum rules.
- Monitor security computer, fire alarm panel and CCTV.
- Uses radio channels and responds to security or emergency situations directly or by contacting appropriate staff, law enforcement or other emergency personnel as necessary.
- Responsible for building evacuation.

- Performs security and customer services for evening and special events.
- Opening and closing the building as per schedule.
- Monitor flow of traffic throughout the building.
- Provide assistance to groups or individuals with special needs.
- Interact with guests with courteousness and diplomacy, to assure they and have a great customer experience at ASTC
- Answers guests' questions and refers inquires to proper staff as needed or, in their absence, handle inquires, referrals or problems as they arise – all in the spirit of the customer service excellence.
- Light office administration, such as keeping track of gallery/building attendance with a clicker and recording the data on a computer and/or paper form.
- Receive all deliveries and call appropriate personnel for pick-up.
- Assist in storing and reporting lost and found property.
- Notify appropriate staff if there is a need for the building repair or the equipment replacement.
- Prepares and maintains records of daily activities, property damage, unusual occurrences, etc.
- Other duties as assigned.

REQUIREMENTS:

- High school diploma and experience in performing security-related work and experience involving extensive interaction with the public.
- Good judgement skills and ability to make independent decisions during an emergency and project calmness, maturity and diplomacy.
- Ability and willingness to work a varied schedule including both mornings and afternoons, weekends and evenings.
- Excellent interpersonal and customer service skills.
- Basic computer literacy.
- Ability to work as a team member and project positive attitude.
- Ability to read, understand and retain written information pertaining to ASTC and exhibits.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to stand for long periods of time and walk. While performing the duties of this job, the employee is also regularly required to sit; use hands to handle or feel; reach with hands and arms and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually moderate.

RELOCATION EXPENSES:

- No relocation costs or travel for interviews will be covered by Asia Society Texas Center.

Please send resumes to:

Human Resources
Asia Society Texas Center
1370 Southmore Blvd
Houston, Texas 77004