



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Security Officer</b>
<b>Classification:</b>	<b>Part-Time; Non-Exempt</b>
<b>Compensation:</b>	<b>\$12/hour</b>
<b>Schedule:</b>	<b>Daily rotation; will be required to work some evenings and weekends</b>
<b>Reports to:</b>	<b>Director of Operations</b>

### ORGANIZATIONAL SUMMARY:

Asia Society Texas Center believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

### POSITION OVERVIEW:

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. They are trained to keep the art safe from damage, and [are](#) 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 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.

#### **QUALIFICATIONS:**

- 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.

#### **PERSONAL CHARACTERISTICS:**

- Good oral and written communications skills
- Self-starter, with strong ability to set priorities and manage multiple tasks
- Willingness to interact with the public in a professional, courteous manner
- Ability to work collaboratively with team on joint projects
- Willingness to take on tasks outside of typical job duties
- Organized and accurate, with attention to detail
- Deadline-oriented, displaying a high level of ethics and integrity



### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 25 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

### **RELOCATION:**

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

### **HOW TO APPLY:**

Please email your cover letter and resume to: [HRDept@asiasociety.org](mailto:HRDept@asiasociety.org). Indicate job title in the subject line.

Please know that COVID-19 vaccination is required.

*Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.*

*Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.*

*We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.*