

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Director, Security
Department:	Security
Supervisor:	Deputy Director
Employment Status:	Full-Time
FLSA Status:	Exempt
Work Hours:	8:00 am – 5:00 pm with occasional evenings and weekends
Issue/Reissue Date:	9/15/2015

The Honolulu Museum of Art (HMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

The Director of Security is responsible for the development and implementation of comprehensive security, safety and emergency preparedness policies and programs to safeguard the 3 Museum locations, staff, visitors, and art collection. The Director of Security is responsible for adherence to a professional code of ethics and for effectively representing the Museum with representatives of a variety of outside agencies and organizations.

Minimum Qualifications:

- BS or BA Degree in a related field; 5-10 years of active supervisory and leadership experience in managing an operational security and/or law-enforcement unit. Experience in investigations, fire protection, and emergency preparedness required or equivalent combination of education and experience.
- Demonstrated success in the development and implementation of an effective security program; proven track record in team leadership, staff supervision, and budget management.
- Comprehensive knowledge of all established rules, procedures, and methods of operation of a security force: including knowledge of a diverse range of security equipment and technology devices, protective procedures and activities including highly specialized operating requirements, methods, and procedures in order to safeguard personnel and property, including works of art, from possible danger or damage or criminal or terrorist activity.
- Knowledge of : physical security, law enforcement, search and apprehend procedures and methods; personal detention and arrest procedures and controlling laws; crowd control techniques; methods of dealing with threats against personnel or property; investigative procedures and techniques; methods to detect criminal activity or possible criminal activity and procedures for resolving those activities; fire-fighting procedures, fire detection systems, and fire alarm response actions; surveillance monitoring and closed-circuit television.
- Ability to: train, supervise, direct, motivate, and evaluate staff: establish and maintain cooperative and effective working relationships with a variety of representatives of public and private organizations.

- Strong leadership, interpersonal, planning and organizational skills: excellent written and oral communication skills; effective presentation, negotiation, problem solving, and conflict resolution skills.
- Ability to: effectively and persuasively articulate components of the security program; develop model programs and forge partnerships; successfully integrate visitor services activities with the security program; plan, organize, administer, coordinate, review, and evaluate complex and interrelated functions and services; develop and manage budgets.
- Ability to work evenings, weekends, and holidays as required.

Desired Qualifications:

- Certified Protection Professional (CPP) desired or be willing to work toward a CPP certification. Experience in the field of protection of high-value or cultural property is highly desirable.
- Understanding of Honolulu Museum of Art's established identity and dedication to maintaining it.

Essential Duties:

- Ensures the safety and security of the Museums, their property, staff, volunteers, visitors, and works of art. Consults regularly with other Museum colleagues and industry professionals on specific needs in relation to security operations.
- Plans, directs, and manages the staff and operations of the Security Department to provide 24 hour-a-day protection and security. Coordinates security for all events, exhibits, and day-to-day operations in a manner which ensures the safety of the staff, public and the protection of works of art.
- Plans and directs a comprehensive, on-going training program for all security personnel.
- Oversees the implementation, updating, and testing of safety and disaster preparedness programs, policies, and procedures for the Museums. Provides staff with information and updates on the interpretation and application of security policies and procedures. Oversees regular security drills and training sessions to educate staff and volunteers about security, safety, and disaster preparedness. Manages and trains emergency response teams.
- Advises Museum administration on "best practices" and other issues, and recommends appropriate or corrective action.
- Recommends and oversees planning, evaluation, enhancement, purchase, and testing of new and existing security systems, technology, and devices at the Museums. Oversees the installation of new equipment/devices and their integration with existing security systems.
- Controls and tracks the usage of security equipment and devices. Reviews and updates equipment maintenance contracts. Oversees the collection, archiving, and review of security video surveillance data.
- Manages the security components of the Museums' Transportation Security Administration's Certified Cargo Screening Program (CCSP), which includes annual training for security staff. Serves as the Principal Security Coordinator and monitors compliance with the TSA program.
- Maintain relationships with local, state and federal law enforcement and other related government agencies. Monitors compliance for training and licensing for security staff as required by law.

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

- Oversees the thorough investigation and reporting of all accidents, injuries, fires, property theft or damage, and other incidents at the Museums. Ensures that all records and reports are properly distributed and archived.
- Additional duties as assigned.

Traits and characteristics:

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and its brand.

Working Conditions and Atmosphere:

This position works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

_____	_____
Department Approval	Date
_____	_____
Employee Signature	Date
_____	_____
Human Resources	Date

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