



KALAMAZOO INSTITUTE OF ARTS

JOB POSTING

June 14, 2016

POSITION TITLE: Security Guard
IMMEDIATE SUPERVISOR: Head of Security
CLASSIFICATION: Part time; non-exempt hourly

SUMMARY OF POSITION - Provides a safe, secure environment for KIA employees, faculty, volunteers and visitors. Ensures protection of KIA buildings, parking lots, grounds, and contents.

ESSENTIAL JOB FUNCTIONS:

- Observes visitor behavior while in the upper and lower galleries, school commons, gallery shop, and the exterior of the KIA
- Greets and offers assistance to all who enter the KIA
- Informs visitors, if necessary, of gallery policies such as the photography policy and no touching artwork
- Opens and closes the upper and lower galleries. Makes the closing announcement over the PA system
- Provides security guard coverage at special events as scheduled, including weekends and evenings
- Prepares incident reports as needed
- Reviews and is familiar with the fire safety and severe weather policies
- Performs other duties as assigned by the Head of Security

HOURS – This is a part-time position. Hours will vary Tuesday through Sunday.

BEGINNING WAGE - \$8.50/hour

TO APPLY - Apply in person weekdays 8am to 5pm at the Kalamazoo Institute of Arts, 314 S. Park St., Kalamazoo, MI 49007. No phone calls.

APPLICATION DEADLINE – June 30, 2016