



POSITION DESCRIPTION

Position Title: Head of Security
Reports to: Director of Facilities
Classification: Full Time; Exempt

SUMMARY OF POSITION: The Head of Security manages the planning, coordination, and implementation of daily operations for the security department. Is responsible for providing a safe, secure environment for staff, faculty, volunteers, and visitors. Ensures protection of buildings, parking lots, grounds, and contents. Key customer service officer for the organization.

RESPONSIBILITIES:

- Interviews, hires, schedules, and supervises security staff
- Trains new hires on security procedures
- Oversee interior and exterior of all KIA property, including Arts Fair
- Manage building security, including video security
- Works with other areas to provide facility coverage at all times
- Establishes strategies to protect and secure integrity of museum's collection
- Collaborates with staff to ensure the highest level of customer experience with museum visitors, school visitors, patrons and staff
- Maintains the security system; including but not limited to video surveillance
- Prepares and updates the fire alarm and severe weather policies; makes emergency announcements
- Develops emergency operation plans and procedures
- Reviews and maintains incident reports
- Maintains security guard training, protocols, and uniforms
- Collects and organizes the Material Safety Data Sheets (MSDS)
- Track monthly totals of visitors for organization
- Assists the Director of Facilities with the preparation of the Security Department budget
- Performs security guard duties to include working special events
- Act as liaison with law enforcement
- Performs other duties as assigned by the Director of Facilities

Job Qualifications:

- Minimum of 5 years security or law enforcement experience.
- Bachelor's Degree in Criminology, Business, Business Management or related field or equivalent work experience.
- Formal security training.
- First aid, CPR/AED, and blood borne pathogen certifications.
- Ability to stand for long periods.
- Friendly and personable.
- Position requires variable work schedule including evening and weekend hours
- Ability to work independently while following directions.

Physical Job Requirements: While performing this job, the employee will be required to sit, stand and work, to lift up to 50 lbs occasionally, do close work with a computer monitor and perform repetitive hand movements. Employee must be able to communicate verbally.

The KIA is an equal opportunity, equal access employer that is fully committed to diversity, equity, and inclusion in the workplace.

Please forward a resume and cover letter to jobs@kiarts.org with Head of Security in the subject line or by mail to Kalamazoo Institute of Arts, 314 S. Park Street, Kalamazoo, MI 49007. No phone calls, please.