Building Security Team Member (Part-Time)
(1-PT position available $15 hour)

About The Museum of Art + Light (MoA+L)
www.artlightmuseum.org

Founded in 2021, and opened to the public in fall of 2024, the Museum of Art + Light (MoA+L) is a contemporary art museum that explores the limitless convergence of visual art, the creative process and digital technology.

Our Mission—to bridge 21st century technology with the visual and performing arts to incite positive emotion, cultivate meaningful connections, encourage artistic exploration, and spark innovation.

MoA+L captivates audiences through the presentation of rotating exhibitions featured on three floors. MoA+L's exhibitions, whether displayed as physical fine art objects in an array of media, or as unique digital immersive experiences inspired by original works of art created by artists past and present, are shown together with narrative context and versatile arts-inspired programming. All exhibitions provide illuminating, multi-sensory experiences that connect and stimulate visitors—families, youth of all ages, artists, community partners, and educators alike to have conversation and make personal meaning.

Our Values—central to our mission is the promotion, understanding, and appreciation of the arts through educational experiences that foster self-reflection, enhance critical and creative thinking, produce emotional responses, promote well-being, and facilitate community and cultural partnerships.

Summary of Position
The Museum of Art + Light (MoA+L), located in Manhattan, Kansas, seeks several part-time Building Security Team Members to open and close the building and ensure protection of staff, visitors, artwork and the museum property in general. The primary duty of a Building Security Team Members is to monitor activity in and around the museum building to prevent loss or damage to people and property and enforce Museum security and safety policies. Duties include providing access and/or escorts to visitors, vendors, and employees to public/restricted area. Additional duties may include safeguarding the Museum's collections, temporary exhibitions, property, employees, and visitors through highly proactive, appropriately preemptive, and immediately responsive action. Security Officers inspect and patrol all Museum spaces on foot; monitor and operate computerized alarm, access, and closed-circuit television systems; watch for, report, and address potential security and safety hazards and problems; check entrances and exits; and perform dispatch duties. This position maintains and files security logs and reports and performs other security duties as assigned by supervisors and management. Building Security personnel serve as the leader and point of contact for handling any emergency or security situation in the building for other members of the museum's 'frontline' team.

Each PT Building Security Team Member works an average of 25-29 hours weekly for varied shifts. This position is part-time, hourly with a flexible schedule, but shifts may include weekend hours and/or some evenings as special event schedules dictate. This position is an hourly non-exempt job and the total number of weekly hours will not exceed 29 hours per week.

This position involves sitting or standing for periods of time and moving through gallery spaces and/or monitoring screens/cameras.

Reports to: This position will reports and collaborates with the full-time Security Manager and may be supervised by the Director of Facilities. This position collaborates with our Collections, Education, Exhibitions, Marketing, and Visitor Experience team members.

Requirements
Building Security Team Members play a critical role in providing a safe, secure, and calm museum environment and implement and set museum security policy and emergency procedures. This position requires professionalism, decorum, responsibility, a positive attitude, flexibility, punctuality, friendliness and cooperation/collaboration with peers and supervisors.

Duties & Responsibilities:

- To observe, report, and respond to any safety and security issue in both public and sensitive museum areas.
- To protect artwork and people in the building (on property) and ensure property and people are safe and out of harm's way at all times.
- To execute/implement policies and procedures outlined by the museum for the safeguarding of assets (physical and personnel).

Desired Qualifications, Experiences, Skills, and Abilities:

- Must possess an ability to think on one's feet, exercise good judgment, and respond appropriately.
- Requires skill in interacting diplomatically with the public in a high-volume, continuous-public-contact setting.
- Desired candidate must remain calm in the face of resistance and hostility and provide excellent customer service.
- Candidate must be able to handle sensitive and confidential matters with discretion and tact.
- Must be able to communicate effectively in English verbally and in writing and possess a working knowledge of Microsoft Office Word, Excel, and Outlook. Keeping detailed security log books, provide verbal and written communications to the rest of the

security, facilities, and visitor experience team members is a very important feature of the positions.

- A high school diploma is required, a college degree is preferred. Previous experience managing a team or supervising others is desired. Previous security or military experience is preferred, but not required.
- An ability to work a flexible schedule with varying shifts, is required.

To be considered for this opportunity, submit a resume and cover letter to Eric Rivera erivera@artlightmuseum.org

Submission Deadline: This job listing will remain open until the first interview phase is complete or until enough qualified candidates have been identified. Multiple part-time positions exist in this role in the museum. NOTE: Incomplete application materials may not receive full consideration for the position.

Physical Job Requirements:
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. This position requires the ability to move, stand, sit, and or lift small objects. Performing the duties of this job, the employee is regularly required to perform semi-skilled movements such as operation of a computer keyboard, telephone, calculator, paper cutter, and other office equipment. The employee is regularly required to exert light to medium physical effort in work involving lifting, carrying pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching, or crawling. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities require close vision, color vision, and the ability to adjust focus.

Salary Range: $15/hour as scheduled. Working shifts may be scheduled Monday-Sunday between the hours of 6:00 a.m. and 7:00 p.m. Some evening shifts for special scheduled events may exist.