



Security /Manager on Duty

The person in this position will work with the Director of Operations to assist with security operations and act as a Manager on Duty for events and venue rental. This person will be responsible for overseeing security personnel, be responsible for opening and closing the museum, and coordinating with the venue rental team and events team for evening and weekend events.

Qualifications:

Experience in security
Supervisor experience
Must be able to lift 50 lbs.

Hours:

Full-time position

The person in this position must be willing to work a flexible schedule that includes evenings, weekends, and holidays.

Specific duties:

- Coordinate security assignments, train incoming guards and monitor all guard posts.
- Identify after-hour guard needs and coordinate with Dixon provider.
- Coordinate security for large events
- Monitor parking for smaller events and tour group busses
- Manage emergency situations
- Prepare the galleries for visitors
- Work with Rental Coordinator to facilitate rental events
- Check in guests and communicate Dixon information
- Answer telephone
- Assist where needed and other duties when assigned by the Director of Operations

To apply submit resume, cover letter and references to Juliana Bjorklund, Director of Operations at juliana@dixon.org