



Posted: March 17, 2023

Position: Security / Manager on Duty

About the Dixon:

The Dixon Gallery and Gardens in Memphis was founded by Margaret and Hugo Dixon, significant cultural philanthropists and community leaders. Since opening as a museum and public garden in 1976 the Dixon has distinguished itself through its vitality, productivity, openness, and access. The Dixon stands for excellence in everything it undertakes and continually strives for diversity and inclusion. Known for its robust exhibition calendar, dynamic education and outreach programs, an important art collection, and beautiful learning gardens, admission to the Dixon is always free of charge.

Security / Manager on Duty:

The Security / Manager on Duty at the Dixon Gallery and Gardens is responsible for overseeing security personnel, opening and closing the museum and coordinating with the venue rental and event teams for evening and weekend events. The Security / Manager on Duty reports to the Director of Operations.

Hours:

- Full-time hourly position
- Willing to work a flexible schedule that includes weekends, evenings and holidays

Duties include:

- 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 Venue Rental Coordinator to facilitate rental events.
- Check in guest, answer telephone and communicate Dixon information, as needed.
- Other duties as assigned.

Qualifications

- High School diploma and/or two (2) years of experience working in security.
- Supervisory experience preferred.
- Must be able to lift 40 lbs.
- COVID-19 vaccination required.

Qualified candidates should submit a resume by email to Juliana Bjorklund, Director of Operations at juliana@dixon.org by April 15, 2023.

The Dixon strives for a workplace that is diverse and inclusive. We provide equal opportunities to all applicants for employment without regard to race, creed, color, ethnicity, religion, sex, sexual orientation, age, military service, marital status, and/or disability.