**CALL FOR CANDIDATES**

**Weekend Security Officer**

Kentucky Derby Museum

Louisville, Kentucky

Kentucky Derby Museum is a 501(c)(3) non-profit charitable organization that sits on the front steps of historic Churchill Downs Racetrack. It is one of the premiere attractions in the Louisville region, celebrating the tradition, history, hospitality and pride of the world-renowned event that is the Kentucky Derby. The Museum welcomes over 230,000 visitors annually; a large percentage of those visitors come from outside of Kentucky, journeying from across the country and the world.

Position: **Weekend Security Officer**

Department: Facilities

Reports To: Director of Facilities

FLSA Status: Part-Time/Hourly

**Summary of Position:**  The Weekend Security officer is responsible for providing professional security and assistance for the Museum on Weekends and during special events.

**Essential Duties and Responsibilities:**

* Monitors the Museum for irregularities, such as security breaches, facility and safety hazards, and emergency situations.
* Prepares appropriate reports in connection with daily activities and incidents in a timely manner.
* Remains alert for the presence of unauthorized persons and/or security code violations.
* Assists guests and staff regarding inquiries and Museum rules in a professional and courteous manner.
* Familiar with and capable of initiating appropriate emergency response to fire, safety, security and other emergency procedures as set forth by the Museum’s Security Policy Manual.
* Familiar with the Museum’s layout and emergency exit procedures, as well as the location and operation of safety and emergency equipment.
* Prepares appropriate reports in connection with daily activities and incidents in a timely manner.
* Turns lights on and off, unlocks and locks doors, and security checks in accordance with established schedules and procedures.
* Monitors activities through the Museum and surrounding area via the video surveillance system.
* Assists other department members with their duties, as requested.

**Supervisory Responsibilities:**

* This position has no direct supervisory responsibilities.

**Work Schedule:**

* Friday & Saturday: 8 AM – 5 PM
* Sunday: 11 AM – 5 PM
	+ Occasional early open on Sunday with advance notice

**Qualifications:**

* Must be able to sufficiently pass a criminal background check.
* High School Diploma or Equivalent.
* 1 - 2 year of security guard experience, preferably in a Museum setting.
* Able to interact cordially with the public.
* Ability to meet the schedule requirements.
* Ability to achieve and maintain First Aid & CPR certification.
* Ability to stand for long periods of time, quickly walk up and down stairs.
* Ability to work independent of direct supervision.
* Must be able to lift up to 50 lbs.

**To apply for this opportunity, please send your resume to** **ewilkins@derbymuseum.org****.**

**No phone calls, please.**

*The information contained in this job description is not exhaustive of all the duties and responsibilities of this job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. At the discretion of Museum management, duties and responsibilities may change due to reasonable accommodation or other reasons at any time.*

*The Kentucky Derby Museum is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, disability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.*