

# AUDAIN ART MUSEUM

Become an integral part of the Audain Art Museum, a 56,000 square foot institution in Whistler, British Columbia. The Audain Art Museum provides a home to a permanent collection, which contains 200 works of art including Emily Carr, E. J. Hughes, historical and contemporary First Nations works and a wide range of modern and contemporary British Columbia artists. The Audain Art Museum also contains an exhibition space for changing temporary exhibitions.

## Security Guard - Job Description

We are searching for candidates for security positions within the Museum. These positions provide institutional security for the art and educate visitors about Museum security protocols, exhibitions, programs and provide general security to the Museum. Considerable independent judgment and action are exercised within established guidelines. This includes monitoring the galleries to prevent loss or damage due to theft, vandalism, fire, etc. Security Guards are an observer and reporter of any suspicious individuals and activities and also provide visitors and staff with fire safety and building evacuation assistance as necessary.

Hours of work and duties may vary depending on the level of security required. The positions are physically demanding as they require lengthy periods of standing and walking.

## Security Guard Responsibilities

- ◆ Monitor artwork in galleries ensuring established security and safety protocols are upheld and enforced.
- ◆ Monitor galleries and back of house spaces during temporary exhibition transitions.
- ◆ Explain Museum rules and guidelines to visitors in a polite and courteous manner.
- ◆ Enforce security protocols, emergency procedures and institutional regulations regarding the proper use and evacuation of the facility to visitors and third party user-groups.
- ◆ Report fires, acts of vandalism, theft, illegal entry and any other unauthorized or irregular activity to a supervisor and prepare routine security and incident reports as required.
- ◆ Assist with Museum's open/close procedures in compliance with established guidelines.
- ◆ Perform related work as required.

## Qualifications

- ◆ Graduation from high school or possession of a GED Certificate.
- ◆ Possess Basic Security Training (BST) Certificate and be over the age of 19.
- ◆ Possession of a current certification in First Aid and CPR.
- ◆ Sound knowledge of security profession and/or experience in law enforcement work desirable.
- ◆ Ability to establish and maintain effective working relationships and to deal courteously with the public.
- ◆ Ability to exercise initiative and make decisions in accordance with established Museum policies, guidelines and protocols.
- ◆ Interest in art and/or museums desirable.
- ◆ Second language is an asset.
- ◆ Ability to perform tasks requiring physical strength for duties listed above and able to be on your feet for extended periods of time as well as stoop, kneel, crouch, climb, balance and carry up to 50lbs and assist with moving tables and chairs.
- ◆ Must pass credit and criminal record checks.