
Title of Position *	Director of Security
Institution *	The Modern Art Museum of Fort Worth
Position Location: City & State *	Fort Worth, TX
Position Closing Date	<u>Saturday, September 30, 2017</u>

About the Institution

THE MUSEUM

Chartered in 1892 as the Fort Worth Public Library and Art Gallery, the Modern Art Museum of Fort Worth is the oldest art museum in Texas and one of the oldest museums in the western United States.

The Museum's Mission:

The Modern Art Museum of Fort Worth is dedicated to collecting, presenting, and interpreting international developments in post-World War II art in all media and creating a welcoming environment for its public appreciation. The Modern promotes understanding and interest in art and artists through curatorial research and publications, and a variety of educational programs, including lectures, guided tours, classes, and workshops.

THE BUILDING

The Modern Art Museum is located in Fort Worth's Cultural District, directly opposite the Kimbell Art Museum, designed by Louis I. Kahn and near the Amon Carter Museum, designed by Philip Johnson. The Modern's building was dedicated and opened in December 2002. The building was designed by the world-renowned architect Tadao Ando. It is the Japanese architect's first large-scale commission in the United States and embodies the pure, unadorned elements of a modern work of art. The Modern is set on eleven naturally landscaped acres and features a large reflecting pond, sculpture garden, and a terrace. Forty-foot-high transparent walls of glass framed in metal surround the concrete envelope, providing magnificent public circulation areas from which to view the surrounding building and grounds. Immense cantilevered cast-concrete roofs, supported by forty-foot-tall concrete Y-shaped columns, shade the building's 5,600-square-foot education center and a state-of-the-art auditorium for lectures, film screenings, and performances. The Museum's restaurant, Café Modern, features a full-service kitchen and an outdoor dining terrace overlooking the reflecting pond. The Modern contains 53,000 square feet of gallery space. Two gallery levels provide space to display works from the Museum's permanent collection on one floor while hosting a major traveling exhibition on the other.

THE COLLECTION

The collection of the Modern Art Museum of Fort Worth is comprised of nearly 3,000 objects, including paintings, sculptures, videos, photographs, and prints. The majority of works in the collection are dated between 1945 and the present. All major international movements are represented, including Abstract Expressionism; British, German, French, and American Pop; Color Field Painting; Minimalism; Conceptualism; Post-Minimalism; New Image Painting, and Neo-Expressionism. Pop and Minimalism are particularly strong, as is German Art of the 1970s and the 1980s.

Institution Website Address

<http://www.themodern.org>

Summary of Responsibilities

Overall Summary of Position:

Plans, implements and manages the physical and electronic security programs for the Museum including protection and safety of the building, collection, visitors, staff and exhibits. Hires Security staff. Supervises staff training and performance to assure that each the Security staff member complies with policies and procedures and is consistently welcoming, friendly and professional with visitors and other staff.

Scope of the Position:

- Department staff varies based on Museum exhibition needs. Currently, in addition to the Director of Security position, staff consists of 11 full-time employees and 25 part-time employees including 2 Assistant Security Manager, 4 Security Supervisors and 5 Security Officers all of whom are licensed by the state of Texas as Security Officers plus 25 Gallery Attendants who are not licensed.
- Security staff must be present during lectures and films, special events, receptions and parties that are frequently held in the evenings during the regular work week and on the weekends.
- This position is on-call and responds to Museum emergency security needs on an as needed basis.

Major Responsibilities:

- Consistently evaluates and reviews security and safety issues including but not limited to issues regarding theft, vandalism, damage to the art or building, visitor and employee safety, fire, weather and natural disasters plus visitor service issues. Identifies issues, makes recommendations to Museum Director and implements changes or solutions as needed.
- Interviews and hires Security Department personnel who have a professional appearance, a friendly demeanor and the personal ability to effectively balance security issues with visitor services issues by interacting with visitors in a cordial and courteous manner.
- Assures that new Security personnel are properly trained on security policies, procedures and visitors services issues including how to present a welcoming, friendly demeanor to visitors and how to tactfully speak to visitors who do not follow security policies.
- Works with the Curatorial Department staff to assure security needs for exhibitions, including reviewing the layout of new exhibitions in advance of installation. Recommends initiatives or changes as needed to ensure security requirements are met.
- On an on-going basis, assures all personnel are provided with information and training on new policies, good visitor services practices, new exhibitions and other security, safety or art issues. Periodically meets with staff to determine training needs and provides the training for the identified needs.
- Works closely with the Assistant Security Manager and the Security Supervisors to assure that they understand and demonstrate good visitor services skills and consistently convey the importance of good visitor service skills to the Security Officers and Gallery Attendants.
- Sets performance standards and manages Security Department staff by observing staff performance and staying alert to problems or issues. Notifies individuals verbally and in writing of performance issues, provides additional training if needed and/or makes staff changes as necessary.
- Coordinates the application, installation, integration, operation and monitoring of safety and security systems. Continually evaluates the systems to determine if changes or updates are appropriate.
- Develops, updates and enforces safety, security and emergency policies and procedures. Writes and maintains the security operations manual, security training information, the disaster plan and related safety planning policy and procedure materials.
- Ensures compliance to federal, state and local laws pertaining to security issues.
- Develops the annual Security Department budget and monitors budget issues each month.
- Documents and maintains normal and non-routine security or visitor activities and issues. Conducts or assists with the investigation and preparation of reports on incidents which result in loss or damage to objects of art, Museum facilities or injury to Museum visitors or staff. Reviews and analyzes data to determine if changes should be made or the Museum Director should be alerted to issues.

- Works closely with Special Events and catering staff to define the Museum's security needs for special events. Assures that a Security Department staff representative has input during the event planning process to inform clients, events planners and contractors of Museum security policies and needs. Assures that appropriate Security staff is present during special events.
- Negotiates contracts with security equipment companies and service providers. Assures that all equipment and systems are properly maintained and in working order.
- Maintains working relationship with local law enforcement, fire/rescue services and other authorities for special events, during emergencies and for the prevention, control and investigation of risks.
- Maintains a current knowledge of museum security issues and trends by attending professional meetings, training sessions and reading professional publications and online information.
- Works effectively with other department heads to advise them on proper security methods and procedures. Serves as security liaison with Museum Registrar. Works closely with Facilities Manager to stay aware of building projects and assures that the Museum's security needs are met during those projects.
- Assures that employee time sheets are reviewed and are correct when submitted to Payroll.
- Establishes and maintains a working environment conducive to positive morale, respect, open communication, teamwork and appreciation of visitors.
- Performs other duties as needed and requested.

Required Qualifications

Qualifications for the Position:

- College degree or equivalent work experience.
- Certified Protection Professional (CPP) preferred or be willing to work toward a CPP certification.
- Minimum of 8 years prior security management experience required. Prior security management experience in a museum, educational, cultural or similar type security environment strongly preferred.
- Demonstrated success in the development and implementation of an effective security Program with comprehensive knowledge of security procedures and methods of operation.
- Proven track record of strong leadership, judgment, initiative and analytical skills.
- Excellent oral and written communication skills.
- Proven training and organizational skills.
- Ability to work effectively with a diverse staff, public, colleagues and external contacts.
- Ability to successfully integrate visitor services activities with the security program.
- Must pass the Texas Commission on Private Security Manager's test.
- Good computer skills and proficiency.

Compensation

Apply at this Website: https://mamfw.formstack.com/forms/resume_submission

Apply with this email:

Special Instructions to Apply: Please submit a resume and cover letter
