

# DENVER ART MUSEUM

## JOB POSTING

### MANAGER OF PROTECTIVE SERVICES

#### PROTECTIVE AND FACILITY SERVICES DIVISION

##### POSITION PURPOSE:

The Manager of Protective Services assists the Associate Director and Director in maintaining a building environment in line with the goals of the institution. Ensures the safety of staff, and guests, and protects the artwork housed in the museum and manages the daily operations of the Protective Services division.

- Implements, interprets and enforces department and museum policy and procedures.
- Assists the Associate Director and Director in the development of policies and procedures for the division and the museum.
- Manages all aspects of technical and physical security for the museum including the basic operation, maintenance program and daily implementation and use of all alarm, access control and CCTV systems.
- Assists the Director and Associate Director with operational and personnel budget preparation.

##### ESSENTIAL DUTIES/RESPONSIBILITIES:

- With the Director and Associate Director establishes, develops and implements department goals, and position workloads.
- Coordinates with the area supervisor the daily operations of the main operations center to assure all standards, procedures and policies are being met.
- Oversees and assures a successful museum health and safety program.
- Directs daily scheduling activities and assists in solving scheduling issues, to include approval of requests for individual vacation and sick time requests.
- Assures all established training is completed, to include physical and procedural training, required by department policy.
- Coordinates daily operations center activities to assure all requirements are being met.
- Assists the Director / Associate Director with investigations of any violations of museum or department policy or procedure by department members or other staff as requested.
- Directs planning and scheduling of staffing for all event support activities.
- Represent the Director of Associate Director in meetings and official functions when they are unable to attend.
- Maintain effective working relationships with employees, volunteers, contractors, various representatives of public and private entities, policy making bodies and the general public.

##### KNOWLEDGE, SKILL AND ABILITY:

- Ability to work independently, cope with continual interruptions and pressure while maintaining crisis stability.
- Ability to produce under extremely tight deadlines and challenging conditions making effective decisions under stress.
- Experience, knowledge and skill in building systems, to include but not limited to Life/Safety.
- Experience, in Emergency Management practices and management of critical incidents.
- Highly proficient in Microsoft word processing, Excel spreadsheets, Access database and Microsoft Project.
- Excellent written and oral communication skills including strong business writing and policy development skills.
- Basic understanding of OSHA rules and regulations.
- Advanced organizational capabilities with strong problem solving and conflict management skills.
- Advance understanding of alarm, access control, and CCTV system design and maintenance in a high security environment.
- Knowledge of physical security, law enforcement, arrest and search procedures and laws, crowd control, investigative and interviewing techniques.

##### EDUCATION AND FORMAL TRAINING

- Bachelor's degree in Criminal Justice Administration, Security or Business Management.
- ASIS board certified as a Certified Protection Professional or a Physical Security Professional is preferred.
- The following certifications from the International Foundation for Protection Officers (IFPO) are preferred at time of hire but must be obtained within a two year period after hiring; Certified Protection Officer (CPO), Certified Security Supervisor (CSS)

##### EXPERIENCE

- Five years of previous supervisory experience in private security, or business administration is preferred. Experience in police, or military will be considered towards meeting this requirement. Additional appropriate educational certifications may be substituted for a portion of the five year requirement if applicable.

This is a full-time position with benefits. Posting closes on XXXXXXX. If you are interested in this position, please email your cover letter and resume to: [hrcordinator@denverartmuseum.org](mailto:hrcordinator@denverartmuseum.org) In the subject line of your email, please list your name first followed by the position you are interested in obtaining.