

Security Manager – full-time, four 10-hour shifts, Buffalo Museum of Science

The Buffalo Museum of Science is looking for a full-time Security Manager who will work four (4) days per week, 10 hours per shift: Thursday through Sunday from 8 AM until 6 PM.

The Security Manager will be paid \$25-28/hour, depending upon experience. Full time employees of the Museum receive generous benefits including paid time off, health insurance, 401K with company match, paid holidays and more. This position requires in-office work and will not be eligible for a remote working arrangement.

The Security Manager will lead the organization's security department and functions. The position oversees the security and safety of all individuals in the Museum and will oversee the hiring, training, scheduling, and overseeing the security team and ensures that while people are onsite, they feel safe and secure. The Security Manager position supports and interacts with staff at all levels of the organization.

**Essential Functions and Responsibilities:**

- Establish and maintain high standards of security and safety, ensuring that the function supports best in class workplace and guest experience.
- Participate in all activities associated with planning and decision-making required to maintain the security, safety, and use of facilities.
- Oversee recruitment, placement, and training of the Security Team, ensuring sufficient staffing for the facilities and activities.
- Work with the Director of Finance to develop appropriate training materials and programs for all Security Team members.
- Provide positive supervision and direction for the Security Team through ongoing communication, motivation, and leadership.
- Inspect the facilities on a scheduled and random basis to review operations, and ensure the effectiveness and high-quality performance of Security Team personnel.
- Function as a member of the Security team, working at the Security desk as much as possible.
- Review and respond to written and oral reports about all incidents as well as staff recommendations.
- Develop and enforce policies for monitoring security, fire, and life safety.
- Work with the Director of IT to maintain video surveillance technology, intrusion detection systems, and access control systems.
- Investigate incidents resulting in injury, loss or damage of property or museum facilities, completing, and submitting all necessary reports to management.
- Establish and maintain working relationships with federal, state, and local government agencies to ensure the continuous protection of the Museum and compliance with regulations.
- Oversee special events, programs, visitors, ensure special exhibit security, and monitor deliveries.
- Oversee relationship with contractors to secure additional security staff as needed.
- Support relationships with contractors supplying video surveillance, intrusion systems, fire systems, life safety equipment, and other third parties' systems.
- Work with the Director of Finance to develop and maintain an annual budget.
- Work with Department Managers to ensure appropriate staffing for events and activities.

- Understands, supports, and abides by the standards of conduct set forth by the BSNS handbook, policies, and protocols.
- Other responsibilities as needed.

**Education, Experience, Skills, and Qualities Required:**

- Completed GED or High school diploma is required.
- 3 to 5 years of experience in security and safety of people and facilities.
- 2 years of experience in a supervisory capacity
- Ability to manage, lead, and motivate a team while treating all with respect.
- Valid NYS driver's license in good standing.
- Valid NYS Guard card in good standing.
- Experience using CCTV and related surveillance technology equipment.
- CPR and Narcan certified, preferred.
- MS Word, Excel, Outlook experience.
- Excellent customer service skills: ability to communicate professionally with staff, guests, contractors
- Regular attendance is an essential function of the job.

**Physical Demands:**

- Ability to respond quickly to security and safety concerns.
- Ability to walk, bend, stoop, climb, push/pull doors, sit for long periods of time.
- Read printed material and computer screens regularly throughout the day.

**Culture and Values**

The Society's culture is one of collaboration, collegiality, and teamwork. The Brand Identity Specialist must have a desire to work in a mission-first and audience-centered culture following the Society's core values of service, curiosity, collaboration, integrity, and inclusivity. The Brand Identity Specialist must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues.

**Equal Opportunity Employer**

At the Buffalo Society of Natural Sciences, we believe that to achieve the greatest potential in opportunity, innovation, and discovery, as well as to reach the highest level of effectiveness and well-informed decision making, diversity of experience and viewpoints is paramount. Further, as a mission-first organization that seeks to be a welcoming and welcomed resource for all in our community, the Society strives to reflect the great diversity of those living in western New York. We encourage applications from individuals of all backgrounds and life experience. The Buffalo Society of Natural Sciences is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.

Please submit resume to [Resumes@GoldhawkHR.com](mailto:Resumes@GoldhawkHR.com)