



## **Job Posting: Safety & Security Associate**

**Job Description:** The National Corvette Museum (NCM) Safety & Security Associates are responsible for all aspects of NCM security management as it pertains to staff, guests, collections and exhibits, and NCM buildings. Under the direction of the Safety & Security Manager, Safety & Security Associates are responsible for monitoring all staff and guests as well as materials or any kind entering or leaving the Museum. The Safety & Security Associates also assist with monitoring fire detection and suppression systems and make recommendation to the Safety & Security Manager concerning and issues, events, circumstances or occurrences that could negatively impact staff, guests, collections and exhibits, or NCM buildings.

### **Roles and Responsibilities**

- Monitors all security equipment and systems as well as fire detection and fire suppression systems.
- Monitors and controls all traffic of artifacts and exhibits and flow of guests throughout the Museum.
- Monitors and maintains general collections and exhibit security.
- Makes regular patrols of the interior and exterior of the facility, consistent with the maintenance of the highest levels safety & security protocols.
- Works in harmony with other safety& security personnel that are present during the work shift, understanding the priorities and focus of each particular day, and maintaining proper communication with other security personnel on duty.
- Monitors all potentially dangerous or hazardous situations, circumstances and occurrences and recommends an appropriate course of action to the Safety & Security Manager.
- Recommends, implements and maintains appropriate practices to provide security for all artifacts used in Museum exhibits, programs, and special events.
- Recommends, implements and maintains practices to provide appropriate personal safety and physical security for all persons participating in Museum operations, exhibits, or programs.
- Will read and become familiar with all appropriate elements of the Museums policies and procedures including disaster recovery procedures.
- Transport cash, check payments, and other deposits to the bank and complete change requests daily from the Museum safe to admissions counter, store and restaurant.
- Responsibilities are not all inclusive, additional duties may be assigned.

### **Qualifications**

- Legally authorized to possess a firearm in accordance with local, state, and federal laws with extensive documented training.
- The ability to work independently and as a member of a team.

- First Aid, CPR/AED trained and certified.
- Knowledge of general security best practices and emergency procedures.
- Ability to perform basic math skills.
- Excellent verbal and written communication skills.
- Must possess excellent surveillance and observation skills.
- Exceptional interpersonal skills and unquestioned personal and professional integrity.
- Ability to exercise good judgement and remain calm in intense situations.
- High level of commitment to team and company values.
- Valid state driver's license required.

### **Physical Requirements**

- Must have sufficient mobility to regularly stand and walk throughout the Museum and community.
- Ability to regularly bend, sit, squat, stand, walk, climb, push, pull, and lift and carry up to 50 lbs.
- Ability to administer first aid and CPR as needed.

### **Education and Experience Requirements**

- Minimum of 5 years of experience in law enforcement or security with post-academy certified firearms training required.
- Associate's degree (criminal justice, emergency management, or related field) or accredited law enforcement or professional security officer certification preferred.

### **About National Corvette Museum**

Since 1953 the Corvette has been America's Sports Car. The National Corvette Museum was established as a 501(c)3 not-for-profit foundation with a mission of celebrating the invention of the Corvette; preserving its past, present and future; and educating the public about Corvette. The Museum opened in 1994 and is a 115,000 square foot facility located on a 55 acre campus. Bowling Green, Kentucky is home to the world's only General Motors Corvette Assembly Plant.

### **Comments and Application Instructions**

Full-time hourly position with excellent benefit package that includes medical, dental, life, disability, 401(k). Interested candidates should forward a cover letter and resume to [hr@corvettemuseum.org](mailto:hr@corvettemuseum.org) with Safety & Security Manager in the subject line or mail to the National Corvette Museum at 350 Corvette Drive, Bowling Green, KY 42101.