



Job Posting: Safety & Security Manager

Job Description: The National Corvette Museum (NCM) Safety & Security Manager oversees the safety and security of the building, exhibits, staff, volunteers and visitors. The incumbent trains and supervises other security team members and manages third party contracted security. This position also provides oversight and maintenance of all museum security systems, and in addition to the contract guards; burglar and fire alarms, surveillance systems, access controls, and building maintenance as it relates to security. The incumbent will also liaise and build communication with NCM leadership. The incumbent is responsible for emergency preparedness and disaster recovery procedures and will ensure that all security and life safety systems are up to the highest industry standards. Additionally, the incumbent position will also plan, direct and administer the security operations of the museum.

Roles and Responsibilities

Security Management; Leadership and Collaboration

- Manage all contract security staff, including mentoring, training, coaching, disciplining, and terminating contract relationship with contract labor; as necessary. Develop and approve security staff schedules to ensure adequate coverage for the NCM's general operations, programs, and events.
- Conducts all aspects of personnel management: ensure all pre-staffing screening have been completed, comprehensive preliminary and ongoing training and evaluation, development of training and administration/instruction of subject matter; undertaking daily supervision, coordinating a security staffing schedule for the NCM.
- Establishes operating procedures and develops written policies for implementation. Overall operations and objectives must be carried out with minimal supervision.
- Supplements security officer positions as required to maintain an appropriate level of security for the facility and routinely tours the facility to identify safety and security risks.
- Must be available during non-business hours and for emergency on-call purposes to meet department needs.
- Supervise daily performance and provides ongoing feedback.
- Provides coaching and development opportunities, as appropriate.
- Manage performance issues and handle transition of contract security officers, as necessary.
- Conducts liaison work with outside departments, agencies, companies and contractors.
- Ensure proper communication within the NCM regarding museum/ museum security related matters; ensuring a strong and favorable reputation for NCM's cultural properties.

- Maintaining a high industry reputation through NCM and the museum industry through interaction and outreach, professional assistance with peer institutions security programs, and instruction of public safety subject matter and certification courses.
- Coordinates and assists with training and schedules special event Security, as needed.
- Makes modifications to Security schedules as needed to meet modifications in NCM's hours due to special events, emergency weather closures, etc.
- Conducts other functions and duties as needed by the NCM.

Information, Systems and Tracking

- Manages recorded information in the form of an incident report writing system. Strict adherence to accuracy of written documentation, timely notification of information, and proper dissemination of materials. Maintain all required documentation and completed required reporting. Ensures proper archiving and storage of all information, including highly confidential materials.
- Maintains numerous security systems including intrusion alarm system, security camera system, and electronic access control system.
- Responsible for monitoring and maintaining the museum security systems, troubleshooting system problems with outside contractors and applicable internal staff, and initiating necessary upgrades.
- Acts as the primary liaison between NCM and its outside security providers and contractors.
- Consult with the Exhibits and Collections team to ensure security needs for collections and exhibits moving in and out of the building. Control and track usage of security equipment and devices. Recommend the enhancement or purchase of security equipment.

Emergency Preparedness

- Develops and updates NCM's written security and disaster policies and protocols, and is responsible for their implementation.
- Ensures timely and effective coordination of security measures with representatives of other governmental agencies including the Police and Fire Departments.
- Coordinates company-wide disaster recovery planning and response. Monitors all security systems in museum facilities. Ensure that systems comply with all relevant regulations and requirements (city, state, federal and others).
- Monitors local weather conditions and criminal activity that may impact NCM.

Administrative

- Identifies opportunities for improvement in NCM security related policies and procedures; develops and proposes solutions and oversees their implementation.
- Researches, develops and instructs NCM safety & security materials according to standards in the industry.

- Networks with contacts in law enforcement and NCM security to gain a broad spectrum of resources and professional contacts.
- Responsible for managing confidential and sensitive information regarding a broad range of security-related information topics, including detailed incident reports and investigation documentation, and acts as a communication liaison to the NCM leadership team and the local fire and police departments.
- Develops and administers policies and procedures relative to the safety and security of NCM staff, visitors, buildings, and exhibits and collections in partnership with Human Resources.
- Tracks security-related expenditures and monitors expenses in a fiscally responsible manner.
- Researches, establishes and maintains NCM's security policies and procedures in accordance with the highest industry standards, AAM requirements and recommendations.

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.
- Effective and appropriate communication, problem solving, time management and customer service skills.
- Must possess excellent surveillance and observation skills.
- Available to be reached at all hours in the case of an emergency.
- A working knowledge of MS Office products, to include: Outlook, MS Teams, and Incident Documentation Software and database administration.
- 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 7 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

Excellent benefit package that includes medical, dental, life, disability, 401(k). Interested candidates should forward a cover letter and resume to 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.