

**Hillwood Estate, Museum & Gardens  
Vacancy Announcement**

<b>Position Title</b>	Assistant Head of Security – Evening Shift
<b>Reports To</b>	Head of Security
<b>Employment Status</b>	Full-Time, Non-Exempt
<b>Regular Schedule</b>	The standard shift assigned is evening (4:00 p.m. to 12:00 a.m.), but candidate may be called upon to work a variety of shifts, including day (8:00 a.m. - 4:00 p.m.), night (12:00 a.m. – 8:00 a.m.), and special event hours
<b>Location</b>	Washington, DC

**Position Summary**

Under the supervision of the Head of Security, manages the daily activities of security operations on the evening shift. Implements and enforces the instructions, policy and programs of the Head of Security.

**Responsibilities**

The following are responsibilities of a security officer. As a supervisor, the Assistant Head of Security must be able to perform all of these duties; and in addition, perform the supervisory tasks listed below.

- Provide a visual security presence to ensure that visitors have a safe and pleasant experience while visiting the Estate, while also providing protection to the Estate’s collections;
- Greet visitors at entrance gates and assist with questions, as needed;
- Conduct regular security patrols throughout the property to ensure the protection of the collections, facilities, visitors, and employees;
- Inform facilities department of any equipment appearing to be in need of repair, including HVAC operations;
- Monitor alarm systems;
- Manage key distribution;
- Admit staff and visitors to the building;
- Be familiar with and understand the Estate’s emergency procedures;
- Facilitate crowd control as required;
- Provide assistance when visitors and/or employees are injured, contacting emergency services, as needed;

**Supervisory Responsibilities:**

- Performs the functions and assumes the responsibilities of the Head of Security when he is unavailable.
- Assigns specific duties to evening shift
- Performs control room and house tour duties
- Checks daily logs and patrol rounds

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- Approves and corrects time sheets and brings absence reports to the attention of the Head of Security.
- Remains on call for 24-hour emergency responses
- Assists the Head of Security in development and implementation of training programs
- Reports and irregularities or serious incidents to the attention of the Head of Security

**Minimum Position Requirements**

- Five years of security experience required, one year of supervision experience in a cultural property protection environment preferred;
- High school diploma or equivalent; Some education or training past high school is preferred
- Strong reading, writing, and oral communications skills;
- Basic computer knowledge;
- Ability to acquire and maintain a District of Columbia Security Guard license issued by the Security Officer Management Branch;
- Ability to interpret and apply policies and procedures;
- Possess and exhibit excellent customer service and human interaction skills;
- Ability to maintain composure in crisis situations;
- Demonstrate the highest level of confidentiality;
- Ability to complete thorough and detailed incident reports, statements, gate logs, etc.;
- Knowledge and use of a computer base security alarm/access control system highly desirable;
- Ability to work rotating shifts, weekends, and holidays;
- Available to work overtime, often with limited advanced notice;
- Must be able to work collegially and independent of intensive supervision;
- Ability to continually exhibit excellent personal and uniform grooming appearance; and
- Certification in First Aid, Adult and Child CPR and AED (automated external defibrillator) or ability to obtain once employed.

Interested candidates should submit their resume, letter of interest, and salary requirements to [employment@hillwoodmuseum.org](mailto:employment@hillwoodmuseum.org) (preferred method) or fax to (202) 966-1623. Please note that position includes benefits. Please, no phone calls. Principals only. Hillwood Estate, Museum and Gardens is an equal opportunity employer.