

**position announcement**

**museum security/facilities manager**

Reporting to the Director of University Museums, the Facilities and Security Manager is responsible for the operation of all facilities (Picker Art Gallery and Longyear Museum) and the direction and management of security (a comprehensive Museum protection plan for visitors, staff, objects and buildings) in their current facilities, and in anticipation of the Center for Art and Culture (CAC), designed by architect David Adjaye, located in downtown Hamilton, New York.

The newly conceived Center for Art and Culture will be home to our university museums, which play a significant role in the teaching mission and the reputation of one of the country's leading liberal arts universities, with a student population of about 2,850 and a faculty of 300.

**essential functions**

Facilities: Effectively manage day-to-day operational aspects of utility, janitorial services, maintenance and grounds in collaboration with museum staff and the Facilities Department. Identify resources needed and assign individual responsibilities. Develop and implement quality assurance methods and procedures. Oversee maintenance of all museum facilities by securing vendor proposals, tracking progress on projects, maintaining budgets, reviewing all invoices to ensure accuracy, and act as museum representative with contractors. Knowledge of HVAC, electrical, plumbing, building codes, trade standards and general practices within maintenance field desired.

Security Policies/Procedures: The Facilities and Security Manager will recommend, administer and implement security policies and procedures. Create, execute and maintain disaster preparedness plans, including those related to theft, fire and safety. Responsible for the safety and security of all buildings and objects whether in storage or on display. Schedule regular meetings with contracted security provider and their staff for reviews of work performed, and solutions to problems to ensure that contracted security quality is adequate. Provide staff training on all museum systems.

Security Operations: Effectively manage all aspects of museum security operations inclusive of access control, parcel control and internal and external security programs. Plan all security aspects of exhibitions, and devises and implement security procedures to protect objects entering and leaving the museums. Collaborate effectively with Campus Safety, the ITS Department, museum staff and appropriate personnel on security related matters. Successfully plan, coordinate and manage all security operations for the museums. Research, develop and apply leading industry practices related to museum security. Responsible for the daily staffing of contracted and/or in house security for the museum, making sure adequate staff is on hand at all times. This includes normal daily operations and security coverage for events throughout the year. Plan and implement regular training schedules for security officers to maintain a high level of competence. Must make rounds through all areas of the Picker Art Gallery, Longyear Museum of Anthropology (future CAC) and check on security officers, equipment operation and general security of the buildings. Ensure safety of museum staff, visitors (with respect to events, exhibits), and security of physical spaces, relevant data and information systems.

Technical Data Systems: Demonstrate a mastery of technical systems and functionality that are most critical to the security of the museum(s) including, but not limited to, video surveillance, facility card access systems and content management systems. Collaborate with Information Technology Services (ITS) to maintain functionality, system upgrades and continued support. Keep up-to-date on technological changes in the field and recommend changes or improvements. Use a variety of computer applications and other technologies to perform duties and address museum needs (related to exhibitions and events). Accountable for responsibly developing and managing departmental (building facilities & security) budget.

Compliance: Complete thorough investigations and reporting of all accidents, injuries, fires, property theft or damage, and any other incidents that may imply risk. Initiate investigations of theft, vandalism, or other security breaches/violations.

Accurately and efficiently maintain all security related compliance standards as they relate to current and future accreditation guidelines.

**position requirements**

-High school diploma required; Bachelor's degree or beyond preferred. Relevant supervisory experience in managing an operational security facility a necessity.  
- Lead by example with careful adherence to all policies and procedures.  
-Ability to work well in a team and with the general public. Experience with team building essential.  
-Demonstrated ability to train, direct, motivate, and evaluate staff.  
-Excellent customer relations, computer technology, supervisory, and communications skills required.  
- Excellent interpersonal skills with the ability to handle sensitive situations diplomatically.  
- Must be able to identify problems early and address appropriately.  
-Ability to respond to unforeseen emergencies and alarms during off-hours (and when museums are closed).  
-Must have the ability to direct departmental activities during emergency situations.  
-Consults regularly with other Museum colleagues and industry professionals in regard to up-to-date security operations and best museum practices.  
- Acts as the museum's representative.  
-Demonstrates success in the development and implementation of an effective security program.  
- Ability to lead, organize, and direct security staff.  
-Excellent computer technology skills required.  
-Ability to read and understand technical, managerial, policy, and related data.  
-Experience with facility access systems required.  
- Must be able to use ladders, lifts or climb scaffolds to assist in maintaining security equipment.  
- Must be able to carry and lift heavy objects (50 lbs), stand and walk for extended periods of time.

**Preferred Qualifications:**-Certified Protection Professional (CPP) status preferred.  
-Experience in a museum/gallery security setting strongly preferred.

**about colgate and application instructions**

Colgate's mission is to provide a demanding, expansive educational experience to a select group of diverse, talented, and intellectually sophisticated students capable of challenging themselves, their peers, faculty, and staff. Colgate is committed to responding to the diverse educational needs of our students, and strives to be a community supportive of diverse perspectives, identities, ways of life, and philosophies.   
  
An Affirmative Action and Equal Opportunity Employer, Colgate is committed to developing and sustaining a diverse faculty, student body, and staff to further the university's academic mission. Women and candidates from historically underrepresented groups are especially encouraged to apply.

Applications may be submitted online at <https://careers.colgate.edu>. Recruitment will continue until the position is filled.