

## Human Resources

### **JOB OPENING**

**August 17, 2010**

POSITION TITLE: VISITOR SERVICES OFFICER (**NIGHT SHIFT**) – SECURITY COMMAND CENTER

CLICK HERE TO APPLY: [VISITOR SERVICES OFFICER - SECURITY COMMAND CENTER \(NIGHTS\)](#)

REPORTS TO: SUPERVISOR, SECURITY COMMAND CENTER

STATUS: FULL-TIME, NON-EXEMPT; 40 HOURS WEEKLY, NIGHT SHIFT

#### JOB RESPONSIBILITIES:

The primary function of this position is to monitor activity on the grounds of the Museum during the night shifts and to control persons entering and leaving the Business Entrance.

Other duties as assigned may include:

- Operating the security control equipment in the Security Command Center.
- Answering the phone and transferring calls when necessary.
- Patrolling the entire Museum (including stairs and ladders).
- Checking offices, equipment and alarms and responding to all alarms as needed.
- Notifying emergency services as required.
- Handling shipping and receiving duties.

#### JOB REQUIREMENTS:

- High school diploma or GED required with demonstrated reading and writing proficiency in English.
- Must be able to interact with the general public and Museum staff in a polite and courteous manner.
- Must be able to walk the entire building and stand and climb stairs and ladders when making rounds.
- Must be able to respond quickly and correctly to all emergencies, to work independently, and exercise mature judgment.
- Must be able to maintain compliance and follow Museum processes and procedures.
- Must be able to obtain a Kansas City Board of Police Private Officer License from the city.

**TO APPLY:** Apply via the Nelson-Atkins Museum online application process **ONLY** at [www.nelson-atkins.org](http://www.nelson-atkins.org). Click on Careers then the job for which you are applying.

**INTERNAL APPLICANTS:**

Internal candidates will receive first consideration if they meet the minimum requirements. Apply online as directed above.

**ALL APPLICANTS**

All applications are accepted online only, and applicants will receive an email confirming receipt of their application.

We strongly encourage you to specifically address how you meet the requirements of this position and draw parallels or similarities to responsibilities and experience you possess. You may include this information in the online cover letter.

The Nelson-Atkins Museum of Art is an equal opportunity employer committed to a diverse workforce.

The Nelson-Atkins Museum of Art conducts post-offer drug screens.