



<b>Job Title:</b>	Head of Security and Safety
<b>Department:</b>	Security
<b>Supervisor:</b>	Director of Campus Operations
<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt
<b>Work Hours:</b>	Monday-Friday 8:00am – 5:00pm. Some evenings and weekends.
<b>Issue/Reissue Date</b>	12/20/2022

**Job Summary:**

Under the general direction of the Director of Campus Operations, the Head of Security and Safety is an experienced, dynamic, and trusted leader who oversees all aspects of establishing and maintaining a safe, secure environment across the Honolulu Museum of Art (HoMA) campus. They are responsible for the development and implementation of comprehensive programs to protect artwork and other property; providing a safe, healthy environment for employees and visitors; and steering emergency prevention, preparedness, and response. They also develop and direct a team of professionals while setting an example for personal integrity and carrying out work in a manner that reflects best practices for art museums.

**About HoMA, the Honolulu Museum of Art:**

Opened in 1927, the Honolulu Museum of Art is a home for art and education created for the benefit of the entire community. Originally established as the Honolulu Academy of Arts, founder Anna Rice Cooke envisioned a museum that would bring people together through the power of art and “the deep intuitions that are common to all.” The museum was conceived of as a place of meaningful exchange and dialogue, celebrating the diverse artistic and cultural traditions of Hawai‘i’s multi-ethnic population. From this founding intention grew the museum of today, with a world-class encyclopedic collection of more than 55,000 works of art, representing a stunning breadth of places and eras, from all corners of the globe and from the ancient past to the present day. Over the decades, the museum has become known for its strong tradition of art classes and community engagement, both inside the walls of the museum and beyond. In 2011 the Honolulu Academy of Arts merged with the dynamic and vibrant Contemporary Museum, reinvigorating the museum’s contemporary holdings and ushering in an opportunity for renewed commitment to the art of our time. The Honolulu Museum of Art was born.

With a dynamic global art collection and a dedication to innovative exhibitions and engagement with contemporary artists, HoMA strives to create a broad range of meaningful art experiences that are inclusive and accessible. Over the past century, the museum’s permanent collection has grown from 500 works to more than 55,000 pieces spanning 5,000 years. The Museum has one of the largest single collections of Asian and Pan-Pacific art in the United States, including an unrivaled collection by artists of Hawai‘i. The collection also contains significant holdings in European and American paintings, sculptures, and decorative arts; 19th- and 20th-century art; an extensive collection of works on paper, textiles, decorative arts; and traditional works from Africa, Oceania, and the Americas. Other highlights include the Samuel H. Kress Collection of Italian Renaissance paintings and the James A. Michener Collection of Japanese ukiyo-e prints. Contemporary Art from around the world has an established and growing presence in the Museum’s permanent collection.

Education has been an integral part of HoMA since its founding, and the Learning & Engagement department supports the Museum vision by advancing knowledge and fostering a thirst for creative thought, agency, and artistic excellence. Programs, which range from classes and lectures to tours and workshops, are designed to inspire and spark wonder in people of all ages and skill levels. Through Learning & Engagement initiatives, HoMA strives to instill a love and appreciation for art in children at an early age, promote a culture of lifelong learning, and foster artistic excellence and support a healthy arts ecosystem in Hawai‘i.

As HoMA approaches its centennial in 2027, it is poised to embark on a new chapter guided by a renewed vision and Strategic Plan that focuses on HoMA’s core purpose: to be a home for art and

education that exists for the benefit of the entire community, presented in a setting that prioritizes beauty, harmony, and promotes learning, self-awareness and connection. With acknowledgment of HoMA's history and purpose at the forefront, the Strategic Plan charts a course for HoMA's next chapter in a rapidly changing world. It will transform HoMA into a relevant and sustainable 21st century museum where people of all ages and from all walks of life will be invited in and reinforce HoMA's ability to bring the art of the world to Hawai'i and the art of Hawai'i to the world.

**Minimum Qualifications:**

- Five years of full-time supervisory and leadership experience in security, safety, and/or emergency preparedness roles.
- Multiple years of security experience at facilities/organizations possessing one or more of the following:
  - Private buildings and grounds spanning multiple sites.
  - Storage and/or display of high-value assets.
  - Complex facility usage (e.g., combinations of office, retail, food and beverage, storage, and/or other specialty functions).
  - Fluid occupancy (e.g., shifting combinations of the general public, employees, private guests, students, etc.).
  - Rigorous access control requirements.
  - Large size (100,000 square feet or more).
- Broad knowledge of security standards and best practices, to include theft and fire protection, violence prevention, access control, qualification and training, incident investigation, and emergency preparedness.
- Broad knowledge of standards and best practices for occupational safety in general industry (OSHA 1910).
- Exceptional ability to manage and lead people; demonstrated experience building a diverse, motivated, and effective team.
- Tact, patience, diplomacy, and discretion when dealing with people of varying backgrounds and temperaments.
- Able to work collaboratively, coordinate activities, and communicate effectively with a diverse population of staff, visitors, vendors, contractors, and other stakeholders; demonstrated success in multiple locations and work environments.
- Able to take initiative, respond to emergencies or changing conditions, and make sound decisions in challenging situations.
- Able to maintain and cultivate supportive, can-do attitudes in a dynamic environment.
- Able to plan and execute multiple projects simultaneously.
- Strong work ethic; commitment to following through on tasks.
- Impeccable sense of integrity, honesty, and fairness.
- Demonstrated experience in budget preparation and management, including sourcing of products and services.
- Proficiency in Microsoft Office.
- Able to embrace continuous improvement, to include evolving technologies and processes.
- Outstanding customer service and organizational skills.
- Outstanding written and verbal communication skills.
- Commitment to the museum's mission.

**Desired Qualifications:**

- ASIS International Certified Protection Professional (CPP) certification.
- Board of Certified Safety Professionals Safety Trained Supervisor (STS), Safety Management Specialist (SMS), or similar occupational safety certification.

- Experience in a museum environment, or an environment involving equivalent personnel and physical security complexities (e.g., hospital, university, resort, hotel, or school).
- Understanding of HoMA's established identity and dedication to advancing it.

**Core Competencies:**

- Adaptability
- Business Acumen
- Change Management
- Emotional Intelligence
- Effective Communication
- Cost Consciousness
- Initiative and Judgment
- Planning and Organizing
- Professionalism
- Problem Solver
- Technical proficiency

**Essential Duties:**

- Ensures a controlled and safe environment for the Museum and its property, staff, volunteers, visitors, and works of art.
- Leads the Security Department to ensure a service-oriented approach to security in line with the values of the Museum. Oversees the development and implementation of a comprehensive, ongoing training program for all security personnel.
- Leads Museum engagement with law enforcement and first responders.
- Consults and collaborates with the Director of Curatorial Affairs and the Director of Collections to define security needs for exhibitions, artwork loan requirements, shipments, and receipt of works of art.
- Coordinates security for all day-to-day operations, including events, exhibitions, and programming activities, in a manner which ensures the safety of the public and the protection of works of art.
- Plays a leading role in the implementation, exercise, and improvement of occupational safety and emergency response programs. Creates and leads museum-wide groups focused on workplace safety and emergency readiness, such as emergency response teams.
- Provides all staff with information and updates regarding the interpretation and application of safety and security policies and procedures.
- Plans, schedules, and oversees regular emergency response drills and training sessions to educate employees, validate or improve systems and processes, and ensure Museum readiness.
- Conducts or supports security, fire, safety, and health inspections and surveys/assessments.
- Advises Museum administration regarding security and safety best practices and recommends appropriate or corrective action. Consults regularly with other Museum colleagues and industry professionals with respect to specific issues, as well as to keep abreast of museum-related security and safety topics.
- Supports the testing, inspection, maintenance, and continuous operation of existing security and life safety systems, technology, and devices. Plays a leading role in planning and facilitating the installation, integration, and commissioning of new security and life safety assets.
- Controls and tracks the usage of Security Department equipment and devices. Assists the Facilities Department with management of life safety and security systems integral to buildings and grounds. Reviews and updates applicable service contracts. Oversees the collection, archiving, and review of security video surveillance data.
- Manages the security components of the Museum's Transportation Security Administration (TSA) Certified Screen Facility Program in conjunction with the Director of Curatorial Affairs and the Director of Collections.
- Oversees the thorough investigation and reporting of all accidents, injuries, fires, property theft or damage, and other incidents at the Museum. Ensures that all records and reports are properly distributed and archived.

- Oversees the Security Department budget, striking a balance between advancing best practices and controlling costs.
- Demonstrates a commitment to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion through respectful communication and cooperation with others at all times, continuous training, and modeling inclusive behaviors.
- In partnership with HR, supports the leadership team in ensuring equitable experiences, strengthening inclusion acumen, and promoting a culture of inclusivity and belonging that embraces the contributions of all staff.
- Carries out other duties as assigned by the Director of Campus Operations.

**Traits and Characteristics:**

- Bright, diplomatic, analytical, of the highest integrity, and possessing sound judgement.
- A proactive problem solver focused on long-term solutions.
- Provides strong yet collegial leadership; leads from the front, motivates employees, and supports their well-being.
- Inspires confidence amongst Security Department and other HoMA employees.
- Sets an example for clear and effective communication across the organization; confidently and diplomatically engages diverse groups.
- Fosters appreciation of safe work practices and regulatory compliance.
- Initiates and sustains momentum without close supervision.

**Working Conditions and Atmosphere:**

The Head of Security and Safety works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

**Diversity, Equity, Accessibility, and Inclusivity:**

HoMA welcomes people from all backgrounds and walks of life, and this is reflected in our diverse community of employees. We encourage applications from candidates across a wide variety of backgrounds, including, but not limited to, people of all races and ethnicities, people with disabilities, women, veterans, and all members of the LGBTQ community.

**Equal Employment Opportunity:**

HoMA is proud to be an equal opportunity employer and is committed to providing equal opportunity for all employees and applicants. HoMA recruits, hires, trains, promotes, compensates, and administers all personnel actions and benefit programs without regard to race, color, ancestry, religion, sex, including pregnancy and gender identity and expression, national origin, age, disability, sexual orientation, reproductive health decisions, marital status, arrest and court record, citizenship, credit history, military and veteran service, victim of domestic violence or sexual abuse victim status, genetic information, or any other characteristic protected by applicable federal, state or local law.

The statements contained herein describe the scope of the responsibilities and essential functions of this position but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

HoMA maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals. This applies to both HoMA employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.