

## Museum Security Officer

The National Gallery of Ireland ('the Gallery') is Ireland's major national cultural institution devoted to the collection and care of fine art. Comprising some 16,000 paintings, drawings, watercolours, miniatures, prints, sculpture and decorative arts, the institution's extensive holdings include masterpieces by many of the most celebrated figures in the history of western European art. In addition, the Gallery houses the most representative collection of historic Irish art. Funded mainly by the State, the Gallery employs more than 140 staff and provides free access to the public 361 days a year.

The Gallery wishes to recruit **Museum Security Officers** (MSO) to provide a visible security presence and be vigilant at all times while on active foot patrol in the public areas and exhibition galleries. In addition, the MSO will contribute to a positive visitor experience in the Gallery. Reporting to a Security Supervisor (or nominated deputy), the MSO will:

- Provide front of house security and surveillance in the Gallery
- Monitor and report security, safety and fire incidents to the supervisor on duty and complete the required documentation
- Participate in investigations regarding loss and assist with resolutions
- Complete the tasks outlined in the Security and Safety Management Plan
- Provide information to visitors about the Gallery's exhibitions, events, activities and services
- Adhere to all of the Gallery's policies and procedures
- Conduct other duties as required

**The successful candidate should demonstrate the appropriate experience as outlined below:**

- Previous work experience in Security is advantageous
- Relevant educational background in Security is preferable
- Experience in using security, safety and fire equipment
- Basic IT knowledge in MS Office packages
- Previous work experience in a museum, arts or cultural environment is desirable
- Ability to speak foreign languages is advantageous
- Participate in job related training in order to refresh and / or upskill professional development

### **Skills, Talent and Abilities**

- A proven record of remaining calm while working under pressure when dealing with incidents
- An ability to make sound judgements in emergency situations
- A track record of working on own initiative whilst being part of a larger team
- Exceptional interpersonal and communication skills coupled with a professional, polite and courteous manner when dealing with staff and visitors

- An energy, enthusiasm and a willingness to contribute effectively to a positive visitor experience and keep abreast of Gallery-wide activities
- A positive, flexible and proactive approach to work allied with an ability to deliver an effective security presence at the Gallery

### **Gallery work environment**

The MSO is required to work predominately indoors. Nonetheless, on occasion outdoor work is required such as foot patrol. It is imperative to note that the successful candidates should be physically fit and be willing and able to perform all tasks associated with this post.

### **Hours of Work**

The weekly hours of work is 34.52 net hours per week, based on a 3 week roster which includes weekend work and late evenings. The roster system requires staff to work up to 7 days in a row. This may be subject to change due Gallery operational requirements and / or to public sector policy.

### **Salary**

Salary will be in accordance with the NGI Attendant Grade, Tier 1 Band 2 salary scale €522.30 - €801.50 gross per week.

Candidates should note the National Gallery of Ireland complies with Department of Public Expenditure and Reform regulations and guidelines on Public Service pay and conditions of employment.

### **Duration**

Permanent Contract

### **Interviews**

Candidates must be available to attend an interview on 7<sup>th</sup> & 8<sup>th</sup> September 2017. Successful candidates should be available to start immediately (preferably).

### **Conditions of employment**

This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. This may be subject to review in the view of new structures and / or the changing needs of the Gallery.

All employees are required to be compliant with NGI screening and Garda Vetting procedures. The post will be subject to satisfactory medical check and successful completion of a successful probationary period.

This post is at the NGI Attendant grade.

Applicants must be fluent in English and be eligible to work in Ireland.

**Closing date for receipt of applications:** 12 noon on Thursday, 31<sup>st</sup> August 2017.

**How to apply:** Please send a cover letter and curriculum vitae to [jobopportunities@ngi.ie](mailto:jobopportunities@ngi.ie) or alternatively via post to Ms. Laura Malone, HR Partner, National Gallery of Ireland, 89 Merrion Square West, Dublin 2. References (contact details) must be available upon request. Please state **Museum Security Officer (Permanent Contract)** on the application. Candidates should note that panels may be formed from which future positions may be filled.

**The National Gallery of Ireland is an equal opportunities employer**