

## **The Menil Collection Employment Opportunity**

**Title:** *Director of Security and Safety*

**Department:** Security

**Reports to:** Director of Facilities

### **General Responsibilities**

The Director of Security and Safety oversees the personnel and programs safeguarding the staff, visitors, property, and art of the Menil Foundation, Inc. They will be responsible for developing a service-oriented team that values and assists visitors with positive and supportive interactions.

### **Specific Duties**

1. Hire, train, supervise, and evaluate a staff of Gallery Attendants, Gallery Attendant Supervisors, Control Room Monitors, off-duty Houston Police Officers, and/or other contract security forces as they protect the staff, visitors, museum buildings, grounds, neighborhood, and collection. Ensure appropriate scheduling of staff for normal operations and after-hours events.
2. Interact with guests, visitors, and staff in a cordial, professional, and helpful manner. Create an environment for collaborative goal setting and team building. Resolve disputes and conflicts appropriately.
3. Collaborate with museum colleagues to evaluate existing and introduce new policies for building emergency and safety plans, including evacuation, disaster control, and active shooter response. Establish and maintain contacts with personnel at law enforcement agencies. Coordinate with local Fire Department.
4. Develop and direct appropriate staff training, including fire drills, CPR, artwork damage response, conflict resolution, and visitor engagement.
5. Assure compliance with the private security rules and regulations of the Texas Department of Public Safety.
6. Oversee the operation and maintenance of all security technology, access control, video management, emergency communication, and fire monitoring systems. Program access cards. Ensure appropriate camera positioning and programming of object protection boundaries. (Experience with C•Cure and Art Sentry preferred.)
7. Be available to protect the museum during times of emergency, such as during major storms or other manufactured or natural disasters.
8. The person in this position is on call to respond or send guidance 24/7/365.

### **Qualifications**

1. Bachelor's degree in a management or security-related field or equivalent professional experience.
2. 8+ years of progressive management experience, preferably in a cultural institution, with a proven record of strong leadership and interpersonal skills.
3. Excellent communication, training, problem-solving, and conflict-resolution abilities.
4. Thorough knowledge of security system integration.
5. Certified Protection Professional (CPP) or Certified Institutional Protection Manager designations are preferred.

## **Benefits**

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

## **How to Apply**

For immediate consideration, please email your resume and cover letter to [hr@menil.org](mailto:hr@menil.org) You also have the option of forwarding your application materials via postal mail to:

Human Resources Department  
The Menil Collection  
1511 Branard Street  
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.