



**Washington County Museum of Fine Arts, Hagerstown, MD**  
Washington County Museum of Fine Arts  
401 Museum Dr., Hagerstown, MD 21740  
301-739-5727 | [wcmfa.org](http://wcmfa.org) | [info@wcmfa.org](mailto:info@wcmfa.org)

## **Job Opportunity**

### **Manager of Safety and Security, Washington County Museum of Fine Arts (WCMFA)**

Under the direction of the Director of Finance & Operations, the Manager of Safety and Security contributes to a safe, secure, functional, and inviting campus by overseeing the security team and to ensure a safe and secure environment for staff, visitors, and all of the art at the Washington County Museum of Fine Arts. The successful candidate will demonstrate critical thinking, broad experience, and sound judgement to address a range of security challenges.

The Manager of Safety and Security is a key part of the museum team and often works closely with staff in preparing for public events to insure the highest standards of safety and security for the museum.

The Manager of Safety and Security will help develop and implement effective security strategies and protocols to protect the museum against threats, theft, vandalism and other security risks.

WCMFA, founded in 1931, is a premier regional fine art museum. Accredited by the American Alliance of Museums, and with a collection of more than 6500 objects, WCMFA is the only fine art museum within a 65-mile radius. Free to the public, WCMFA has an ambitious schedule of temporary exhibitions, classes, lectures, concerts, and online interpretive programs. The permanent collection has strengths in American art, Old Masters, and art of world cultures. A beloved community resource, located in beautiful City Park in Hagerstown, Maryland, WCMFA has served seven generations of local residents, and is considered one of the best small museums in America.

WCMFA is an equal opportunity employer. The Museum is committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

Salary Range: \$45,000-50,000 based on experience

Hours: Wednesday through Sunday 9:45 am to 5:15 pm

Periodic evening hours required.

Status: Full time, exempt with benefits

## Responsibilities:

- Welcome and assist visitors as well as safety/security.
- Lead and manage the security team, ensuring effective and consistent security operations.
- Conduct regular assessments to ensure that security guards follow protocols, are well-trained, and address incidents professionally.
- Develop and implement security procedures and policies in alignment with the museum standards.
- Monitor compliance with local, state, and federal security regulations, including safety standards and emergency preparedness.
- Oversee and manage all security-related incidents, ensuring thorough investigation, documentation, and reporting to management.
- Supervise regular patrolling and monitoring of the museum premises to discourage criminal activity and maintain a safe, secure environment.
- Oversee the operation of CCTV systems across all facilities, analyzing surveillance footage for suspicious activity and reporting any security concerns.
- Coordinate with Director of Finance & Operations for any needed updates to security systems and protocols.
- Coordinate with management regarding vendor access, and any other special security needs.
- Oversee the procedures for escorting vendors and visitors on-site, ensuring they follow all access protocols.
- Conduct regular inspections of facilities to identify vulnerabilities, and work with management to address and mitigate risks.
- Serve as the primary contact for emergencies, coordinating with local law enforcement, fire departments, and medical responders as necessary.
- Attend bi-weekly staff meeting

All other duties as necessary.

## Qualifications:

- Minimum of 5 years of security related experience required. Museum experience strongly preferred but not required
- Two year supervisory and management experience
- Bachelor's Degree in a related curriculum a plus
- Ability to think and work strategically and quickly
- Excellent interpersonal skills with ability to deal effectively with donors, visitors, and staff.
- Computer skills
- Ability to handle a variety of responsibilities under pressure and time constraints
- Clearance of a criminal background check and drug test.

To Apply: Interested applicants should submit a cover letter and resume to [info@wcmfa.org](mailto:info@wcmfa.org). Application deadline: March 16, 2025. Please put "Manager of Safety and Security" in the subject line.