



SENIOR SECURITY MANAGER

FLSA Classification: Full-Time, Exempt

The Country Music Hall of Fame® and Museum Department of Operations

Applications are accepted electronically HResources@countrymusichalloffame.org

The Country Music Hall of Fame® and Museum has an opening for a full-time exempt Senior Security Manager in the Operations Department.

Company Overview: The Country Music Hall of Fame® and Museum seeks to collect, preserve, and interpret the evolving history and traditions of country music. Through exhibits, publications, and educational programs, the museum teaches its diverse audiences about the enduring beauty and cultural importance of country music.

Departmental Overview: Our department is responsible for security, housekeeping, courier services, and dock management. Our goal is to support and be efficient to our staff and others in a professional manner as well as being a brand ambassador to external clients. To provide excellent customer service with everyone we interact with on a daily basis so that we may exceed their expectations.

Job Overview: This is a full time exempt position which supervises all security officers. Position maintains and enforces security policies and procedures, while providing security of buildings, artifacts, and other company assets. Responsible for a safe working environment for staff and visitors during all hours and all events. Position oversees and has daily interaction with third party security company, which provides all security personnel. Position monitors, observes, and reports daily activities throughout the building. The position reports to the Director of Operations. The Senior Manager of Security will generally work Monday-Friday, 9:00AM-5:00PM but also VIP events, evenings and weekends may be necessary as well.

Specific Job Duties:

- Assist the Security Manager with the third party security company on any account changes
- Maintains and updates all security procedures
- Oversee training plans for security officers
- Conducts and assists Security Manager with staff training on emergency procedures such as workplace violence, weather, fire, elevators, alarm panels and shut off valves
- Maintains daily reports, incident reports and records for the security department
- Schedules weekly security meetings with the third party security company Account Manager
- Reviews and approves weekly payroll and authorizes overtime, as needed
- Reviews weekly and special event security officer schedules
- Assist with creating, implementing and maintaining the security department budget
- Weekly approval of security invoices
- Reports incidents as needed to the Director of Operations
- Escorts VIPs and works high profile events as necessary
- Responsible for maintaining and updating, as needed, a comprehensive safety plan and emergency notification procedures



- Maintains current knowledge in the security field and establishes, implements and updates security related policies and procedures as well as emergency notifications
- Manages parking requests for our garage
- Represents the Country Music Hall of Fame and Museum on community and professional organizations
- Participation in community partnership meetings
- Maintains working relationship with law enforcement to stay abreast of community activities within the city
- Coordination with law enforcement for special events as needed

Minimum Qualifications:

- High School diploma
- Prior management and supervisory experience required
- Professional demeanor and physical ability to perform duties

Preferred Qualifications:

- Four year college degree in a related field is preferable, minimum 2 years' experience in the security fields

Essential Competencies (Knowledge, Skills and abilities needed for success in the position):

- Ability to multi task and problem solve
- Upbeat and energetic
- Good communication skills, both written and verbal
- Ability to work in a fast paced environment

Conditions of Employment:

- Must be able to work a flexible schedule including weekends, evenings and some holidays
- Must be able to lift 50lbs
- Position subject to satisfactory completion of a background check