JOB POSTING: SECURITY OFFICER (Part time OR Full time)

Do you want to maintain security for one of the most important collections of art in Hawaii? Do you enjoy interacting with staff and the public, while preserving a safe and secure environment? Are you looking for a part-time job that provides flexible shifts?

Shangri La is a museum for learning about the global culture of Islamic art and design through innovative exhibitions, guided tours, public programs and digital initiatives. It is the only standalone museum of Islamic art in the US. Built in 1937 as the Honolulu home of American heiress and philanthropist Doris Duke (1912-1993), Shangri La was inspired by Duke’s extensive travels throughout North Africa, the Middle East and South Asia and reflects architectural traditions from those regions. The permanent collection features objects from Spain, Morocco, Egypt, Syria, Iran, Central Asia, India and parts of Southeast Asia. Shangri La is a program of the Doris Duke Charitable Foundation through the Doris Duke Foundation for Islamic Art.

We are seeking an experienced security professional with a valid guard license for the State of Hawaii. Reporting to the Operations Manager, the Security Officer is responsible for maintaining the security of the property, safeguarding its contents, and overseeing the personal safety of staff and visitors. The ideal candidate has the knowledge to operate security equipment and implement security processes and proven ability to observe details and respond appropriately in order to protect staff, visitors, and museum contents.

Two or more years of general experience in security, law enforcement, or military police is required; a high school degree or equivalent is preferred. Proven experience monitoring and responding to emergency situations is necessary for this position. In addition, experience interacting with staff and the public, including helping guides and volunteers with tour program activities, is an important part of this position. The Security Officer will demonstrate these competencies: Technical expertise, acting decisively, customer focus, communicate effectively, and resolving conflict.

Additional requirements: Part-time employee will work one to two shifts per week, plus on-call to fill in for unexpected absences, special events, and to fill in for FT staff members as needed; availability to work weeknights and weekends as needed including overnight shifts; currently eligible to work in the US (US citizen or Permanent Resident).
COVID-19 Vaccination Requirements:

As a condition of employment, new hires are required to be up to date with an FDA authorized vaccination against COVID-19, including booster; proof of vaccination series and booster will be required upon beginning employment. Reasonable accommodation for legally required exemptions will be considered on a case-by-case-basis in accordance with applicable law.

COMPENSATION and BENEFITS

- Competitive salary based on experience;
- Excellent benefit package with limited employee contributions;
- Generous paid time off policies;
- 401(k) plan with employer contribution equal to 15% of base pay.

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. Include your Last Name followed by “Security Officer” in the subject line. Resumes will be received until the position is filled.

No phone calls or in-person applications, please.

The Doris Duke Charitable Foundation is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, citizenship, marital status, military or veteran status, disability, age, religion or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations and communities to apply.