



## **Security Rover**

Please put "Security Rover" in the subject line if you are submitting your application by email.

Position type: Full-time

Basic work week: 40 hours per week

### **OVERVIEW**

The Security Rover performs varied duties that provide protection and safety of all persons, assets, and property of the Indianapolis Museum of Art and the Newfields campus.

### **Primary Responsibilities:**

*The following responsibilities describe the general nature of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory.*

- Patrol the buildings and grounds to prevent and report detrimental activity and to perform security and safety duties
- Respond to requests for service including, but not limited to, unlocks, escorts, contractor escorts and gallery deployment
- Serve as 'Safety Officers' on the Safety Committee
- Conduct safety checks campus-wide
- Support Control Room operations. Operate within FCC guidelines and regulations while transmitting on radio
- Staff Employee Entrance desk and distribute keys to staff
- Staff Dock post, receive packages and sign in visitors in accordance with proper procedures
- Staff Oval entrance and GT Service Gate. Customer Service is a huge part of your interaction with guests and staff. Guests and/or Staff should be greeted with a "SMILE" and a "HELLO." Maintain customer service by respecting all customers including co-workers, guests, and donors. Greet and assist customers in a caring and considerate manner, focusing on customer satisfaction as the primary goal. Maintain an appropriate and professional image at all times
- Keep current on policies, procedures, and program changes
- Initiate, prepare, and maintain necessary paperwork and reports in connection with shift activities and duties performed
- Post and rove in all interior spaces as well as outdoors as necessary, observing visitors and art to deter any interaction or damage to art
- Become familiar with daily operations in order to assist with opening and closing procedures, and with the safety and comfort needs of visitors
- Perform lock and unlock procedures as requested
- Assist in inventory or inspection procedures as directed by supervisor
- Staff in this position may become aware of private, personal and sensitive information that should not and cannot be shared with others, unless cleared through Management

**Education and/or Experience:**

- High school diploma or GED and 6-12 months prior field related and/or other job related experience.

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A competitive salary is offered for all positions and a generous benefits package for full-time positions. To perform the job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please send your resume, cover letter and Newfields application to:

Mail: Newfields  
ATTN: Human Resources  
4000 Michigan Road  
Indianapolis, IN 46208

E-mail: [hr@discovernewfields.org](mailto:hr@discovernewfields.org)

Fax: 317-920-2655

No phone calls, please.

**About Newfields**

Newfields offers dynamic experiences with art and nature for guests of all ages. The 152-acre cultural campus features art galleries, lush gardens, a historic home, performance spaces, a nature preserve and sculpture park. From inspiring exhibitions in the IMA Galleries, to concerts in The Toby, to a stroll through The Garden with a glass of something cold, guests are invited to interact with art and nature in exciting new ways. Newfields is home to the Indianapolis Museum of Art, among the ten largest and ten oldest general art museums in the nation; the Lilly House, a National Historic Landmark; The Garden, featuring 40 acres of contemporary and historic gardens, a working greenhouse and an orchard; and The Virginia B. Fairbanks Art & Nature Park: 100 Acres, one of the largest art and nature parks in the country. The Newfields campus extends outside of Indianapolis with Miller House and Garden in Columbus, Ind.—one of the nation's most highly regarded examples of mid-century Modernist architecture. For more information visit [discovernewfields.org](http://discovernewfields.org).

**Diversity**

Newfields recognizes that museum audiences and their interests are changing, and as Newfields transforms our audience experience, we are creating expanded, innovative opportunities to actively engage and entertain our guests. Celebrating the diversity of our donors, guests, volunteers and staff is a key part of this Newfields vision. Diversity is understanding, respecting, and valuing differences, including, but not limited to, race, color, national origin, religion, sex, sexual orientation, gender identity, protected veteran status, disability, or any other legally protected status.

Simply put, we believe our guests and donors are best served by a host team, comprised of both staff and volunteers, that reflects the diversity represented within our communities and that takes full advantage of the unique viewpoints, talents and experiences of each and every person who works here. We strive to attract and retain exceptional employees who feel comfortable in an inclusive culture that supports their ability to thrive and add their voice to the ongoing conversation.

## **Indianapolis**

Indianapolis is a city with a MSA of 2,000,000 people. More than 60% of the population is under 44 years of age and the city's racial demographic [breakdown](#) is approximately 79% White, 16% Black, 3% Asian, and 2% other, with 7% of the overall citizenry identifying as Hispanic. In [2016 Forbes](#) named Indianapolis one of the top 10 cities to live in for young professionals citing its high standard and low cost of living, while [Vogue](#) told its readers not to call Indianapolis a "Flyover City", but to go see how vibrant it is for themselves. With a host of new bars and restaurants, nationally recognized symphony, theater, cabaret, sports teams, and the [Herron School](#) of Art + Design, Newfield's hometown is a perfect place to build a career and enjoy life.