



## Security Officer

Reports to: Security Manager  
Classification: Non-Exempt. Full or part time.  
Pay Range: \$27.00 - \$35.00 per hour  
Location: De Pere, WI

### **About the Mulva Cultural Center**

The Mulva Cultural Center is a place where all guests are invited to experience a culturally creative and diverse environment for education, enlightenment, contemplation, and enjoyment. The Mulva Cultural Center seeks to offer traveling exhibits, arts, and culture within an architecturally significant facility in historic downtown De Pere, Wisconsin.

### **Position Summary**

The **Security Officer** is responsible for providing customer service to our clients by carrying out safety and security procedures, site-specific policies, and when appropriate, emergency response activities.

### **Essential Job Functions:**

- Respond to incidents and critical situations in a calm and problem-solving manner
- Conduct regular and random patrols around the center
- Monitor security camera footage
- Identify and protect company assets through the development and implementation of security protocols
- Follow security procedures and guidelines through training programs and assessments
- Ensure the safety of staff and customers within the workplace

### **Qualifications and Experience:**

- Two-year degree in security or related work experience required
- Former law enforcement and/or military experience preferred

### **Knowledge, Skills, and Abilities:**

- Working knowledge of any required computer programs and security technology
- Proven ability to work independently and with a team
- Strong communication and organizational skills
- Ability to monitor surveillance systems and respond to emergency situations
- Ability to pay close attention to detail
- Interest in protecting the people and assets within the center

### **Personal Qualities:**

- Committed to making safety a priority
- Highly motivated and dependable with a strong work ethic
- Demonstrates friendliness, professionalism, enthusiasm, and superior customer service
- Sharp attention to detail

**Physical and Environmental:**

- Ability to lift/move/maneuver up to 25 lbs.
- Must be able to access and navigate each department at the organization's facilities
- Exposed to outdoors and variable temperatures, including extreme hot and cold

**Equity, Diversity, and Inclusion Policy**

The Mulva Cultural Center fosters equity, celebrates diversity, and supports inclusion. We acknowledge that diverse backgrounds and voices of visitors, volunteers, trustees, staff, and residents represented in our communities make us strong and better equipped to make positive impacts locally, nationally, and internationally.

**EOE**

The Mulva Cultural Center is committed to building a culturally diverse staff and is an Equal Opportunity Employer. The MCC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristics protected by federal, state, or local laws.

**To Apply**

Please send your resume to [HR@MulvaCenter.org](mailto:HR@MulvaCenter.org)

Learn more about the Center by visiting [www.MulvaCenter.org](http://www.MulvaCenter.org)

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