



**TITLE:** Director of Safety and Security  
**DEPARTMENT:** Operations  
**REPORTS TO:** Chief Operating Officer (COO)

**ABOUT THE COLLEGE OF PHYSICIANS OF PHILADELPHIA:**

Founded in 1787, The College of Physicians of Philadelphia (the “College”) is one of the oldest professional medical organizations in the country and home to: the Mütter Museum; the Historical Medical Library; the HistoryofVaccines.org; and a dynamic Center for Education. We host over seventy (70) yearly public events and have a busy facilities rental calendar. Over one-hundred-eighty-thousand (180,000) guests visit us annually, and we are extremely proud of our mission to advance the cause of health while upholding the ideals and heritage of medicine.

**FUNCTIONS OF POSITION:**

The Director of Safety and Security is responsible for the development, implementation, and maintenance of comprehensive security, safety, and emergency preparedness programs to safeguard staff, guests, collections, and the College’s National Historic Landmark building. The position serves as the primary first responder to building emergencies during and after College hours of operation. In addition, the Director of Safety and Security will help preserve the College’s National Historic Landmark Building by working closely with the Chief Operating Officer and the Foreman by developing short- and long-term building maintenance plans as it relates to the integrity and safety of the building.

**TRAINING, SKILLS, AND EXPERIENCE GUIDELINES:**

- College degree in a relevant field (occupational safety and health, environmental management, security management, public safety or business administration) is highly desirable.
- OSHA Safety Certificate and/or Certified Safety Professional (CSP) is highly desirable.
- Knowledge of OSHA, EPA, and EHS safety requirements, and the ability to follow those guidelines is required.
- At least five (5) years of experience in establishing, implementing, and managing safety, security, and emergency preparedness plans and procedures, preferably in a public and/or museum setting
- Supervisory experience preferred. Previous experience in developing, organizing, and leading safety and security training exercises for staff, including emergency evacuation, active threat, and disaster management
- Excellent leadership, communication, organizational, and project management skills

- Ability to work flexible hours, including evenings and weekends, as required, in support of the Museum and on-site events, and in response to emergencies
- Experience with security technology systems preferred

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

### **Safety and Security Management (75%)**

Ensures the safety and security of the College's staff, visitors, collections, and the building by fulfilling the following functions:

- Develops, tests, and updates all safety and security operating procedures, manuals, and training materials.
- Develops and implements College-wide safety, security and emergency response training exercises for staff and security personnel, including active threat/shooter, fire drills, shelter-in-place, and emergency evacuation procedures. Develops and leads training programs for all security personnel.
- Serves as a key member of the Disaster Management Team, helping to implement, update, and test disaster preparedness programs, policies, and procedures for the College. Helps to manage and train emergency response teams.
- Responds to all safety and security-related issues and threats, including visitor and employee injury, theft, vandalism, and fire. Provides on-site support and response in real time before, during, and after incidents. Reviews, circulates, and archives incident reports, surveillance video, and other evidence, and makes recommendations for adjustments on future actions, based on evidence and experience. Oversees the collection, archiving, and review of security video surveillance data.
- Works with all department heads to advise them on proper safety and security policies and procedures related to the functions of those departments.
- Consults and collaborates with Museum and Library staff to establish security requirements for new exhibitions in advance of installation.
- Coordinates security for the Museum, all on-site events, and daily building operations.
- Serves as liaison to external safety and security institutions such as police, fire, and paramedic/rescue.
- With Chief Operating Officer and Foreman, determines staff building access and control procedures. Programs electronic keys/cylinders and security alarm system.
- Participates in the negotiation of all security contracts, including but not limited to service providers and consultants. Oversees the work of any security service providers.
- Oversees planning, purchase, installation, and testing of new security systems, technology, and devices, as needed.
- Works with the Chief Operating Officer and Chief Financial Officer to establish budgets for safety and security personnel and equipment.
- Works with consultants, as necessary, to create site and operationally specific written safety plans and procedures relating to the Museum's use, storage and disposal of hazardous

chemicals, biologics and waste. Written safety plans should address the applicable requirements of OSHA, EPA and DOT.

- With Foreman, inspects College equipment and machinery to ensure they are in safe and working condition; creates equipment safety signage and use protocol, as required.

### **Building Operations (20%)**

- Works closely with the Foreman and Assistant Foreman to develop and update building procedures, including the Hall and Grounds manual and the events Manager on Duty manual.
- With the Chief Operating Officer, establishes protocols and oversees safety and security during major renovations.

Other duties, as assigned (5%)

**JOB CLASSIFICATION:** Full-time, exempt

**SALARY/BENEFITS:** This full-time position will receive a competitive non-profit salary, with a generous benefits package. Salary Range: \$65,000 to \$70,000.

**TO APPLY:** Please email cover letter and resume to: [aoberthaler@collegeofphysicians.org](mailto:aoberthaler@collegeofphysicians.org)

Deadline to Apply: September 30, 2021.

Factors such as demonstrated hard and soft skills, level of education, history in the nonprofit sector, and relevant work experience will all be evaluated. Review of applications will begin immediately and continue until the position is filled.

**The College of Physicians of Philadelphia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**