

Security Specialist (5039U) - 82090
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264478>

Downloaded On: Oct. 29, 2025 8:11am

Posted Oct. 28, 2025, set to expire Jun. 30, 2026

Job Title Security Specialist (5039U) - 82090
Department Berkeley Art Museum and Pacific Film Archive
Institution University of California, Berkeley
Berkeley, California

Date Posted Oct. 28, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Public Safety

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Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

One of the nation's leading university museums, the University of California, Berkeley Art Museum and Pacific Film Archive (BAMPFA) is a forum for cultural experiences that transform individuals and advance the local, national, and global discourse on art and film. As the premier visual arts venue at America's top public research university, BAMPFA is uniquely dedicated to art and film in equal measure, presenting more than 300 hundred film screenings, dozens of public programs, and more than fifteen exhibitions annually. BAMPFA takes a contemporary and critical perspective on its wide-ranging collections.

Position Summary

The schedule for this position is Wednesday - Sunday, 10:30am - 7:30pm (with some variation.)

The Security Specialist assists with oversight and managing day-to-day operations of student gallery attendants, ensuring they maintain a high level of professionalism and are well-prepared to assist patrons. This position is actively present on the gallery floor to provide direct supervision, guidance, and support to the attendants, ensuring that security protocols are followed, and the museum remains a welcoming and safe environment for all patrons. In addition to supervisory duties, the Security Specialist acts as the first responder to emergencies, including medical incidents, security breaches, and fire hazards. This position handles patron concerns, providing timely assistance and resolving issues in a calm and professional manner. The role also involves administrative tasks and conducting regular safety inspections, coordinating staff schedules, and collaborating closely with other departments to ensure the smooth operation of museum events, programs and exhibitions.

The Security Specialist manages mid-day to evening building and perimeter security, the integrity and

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operation of security systems, environmental and control room equipment, and activities. This position trains student gallery attendants. This position serves as a first responder. This position is on-call 24 hours for emergencies, alarm activations, environmental issues, and other serious building problems. Security Specialist must be available to work shift coverages, nights, weekends, and holidays as needed. The nature of the work requires some sustained physical effort involving considerable standing and walking for extended periods of time.

Overtime may be assigned as necessary.

Application Review Date

The First Review Date for this job is: 11/06/2025.

Responsibilities

Crowd Control:

- Maintain order among crowds at public events using means other than firearms.
- Responds to alarm activations and inspects areas for security, fire, and accident hazards, and takes appropriate action to minimize risks.
- Controls public safety rule infractions and irregularities in public buildings such as auditoriums, museums, and theaters.
- Protects BAMPFA property including artwork and the facility.

Event and Program Support:

- Working closely with the BAMPFA staff, oversees and helps with facility events and operations including hands-on participation in set up, clean up, and other event's needs.
- Serves as one of the security special event coordinators responsible for event staffing.
- Resolves problems or issues that may disrupt events.
- Maintains order in the facilities, at events, and programs.

Visitor Service:

- Assists and directs visitors.
- Maintains positive public relations with all persons visiting assigned areas and parking lots.
- Maintains a prominent presence in assigned areas to deter criminal activity.
- Ensures established rules are followed by the public.

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Assisting in Security Supervisor:

- May serve as back up for either of the two Security Supervisors.
- Provides general security and operations support to Gallery Attendant Security Supervisor.
- This can include covering other security posts as needed, providing crowd control, and acting as the first responder to art, film, or patron-related incident, resolving visitor concerns, etc.

Gallery Attendant Supervision:

- Makes assignments and inspects galleries to ensure gallery attendants are carrying out duties effectively.
- Coordinates with the Senior Manager of Operations in order to determine gallery attendant staffing requirements for events.
- Maintain sign-up sheets in order to meet the determined staff requirements for events and general operations.
- In conjunction with the gallery attendant supervisor, manages email communications.
- Maintains gallery attendant database sheets and schedules.
- Corrects and approves gallery attendant timesheets in the Caltime payroll system.

Closing Procedures:

- Controls closing of the galleries.
- Controls entry to restricted areas and checks the identity of the person seeking entry.
- Uses the camera system and other security equipment to actively monitor and regulate activity.

Campus Collaboration:

- May be asked to serve on committees, work with campus officers responsible for building and or security services, and works on special projects.
- Works with campus and professional repair services and conducts minor maintenance and repairs on systems.
- Ensures that vendors and guests meet security guidelines.

Reporting and Records Maintenance:

- Maintains and reviews logs, recordings, databases, and other communications records.
- Ensures all records, including confidential items and electronic data, are securely handled, stored, accessed, and released only in compliance with applicable law and policy.

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- Provides related training on record management as needed.

Required Qualifications

- Demonstrated leadership skills in mentoring and advising employees.
- Ability to actively cooperates and supports the work of others.
- Ability to effectively manage multiple priorities and execute plans to meet deadlines.
- Organizational skills to applied to coordinating assigned staff schedules and unit operations.
- Interpersonal skills to effectively work well with others to achieve common goals.
- Customer service orientation to quickly address questions or issues.
- Ability to apply judgement to quickly evaluate issues and on the spot identify a potential solution within defined procedures and policies.
- Interpersonal skills to handle sensitive and/or stressful situations with a multi-cultural population and escalate appropriately.
- High school diploma and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of regulations regarding hazardous materials, fire codes, building codes, and all other relevant safety requirements and ability to apply concepts to operations in assigned unit.
- Knowledge of and/or can quickly learn organization, HR and UC policies and processes.
- Knowledge and ability to monitor compliance with relevant regulatory agencies federal and state requirements.
- Experience working in a security role in a museum.
- Experience working with students in a professional environment.
- First Aid, AED, Emergency preparedness trainings.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities,

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education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$63,000.00 - \$70,000.00.

- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

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[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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