Massachusetts Historical Society
Safety and Security Director

Overview of the Position:

The Massachusetts Historical Society, founded in 1791, is headquartered at the border of the Back Bay and the Fenway neighborhoods of Boston in an 1899 building on the National Register of Historic Properties, along with a 1970 addition which adds climate control, fire suppression, and ITS and electrical infrastructure supplement to the original building. The MHS has the honor of being the custodian of priceless and irreplaceable manuscripts, photographs, books, art, and artifacts that tell the stories of pre- and post-colonial Massachusetts and America, all the way up to the present day.

The Safety and Security Director (SSD), working with the leadership team and department heads, will evaluate and assess the MHS’ current safety, security, emergency, and other policies and procedures affecting overall Society security, and will coordinate with the Facilities Manager, Chief Technology Officer and the Human Resources Director to implement policies that accurately and appropriately manage the cross-departmental organizational risks to the Society.

The SSD will plan and coordinate the fire, safety, and security operations of the organization, from physical plant to collections holdings to workplace safety to ITS security and related areas, and will work with and consult the expertise of the Director of the Library, Conservator and Preservation Librarian, and Senior Vice President for Collections and Content Development as to the security and emergency management needs of the library, stacks, and collections.

The Society plays host to approximately thirty staff on site every day, plus up to another thirty researchers, fellows, and visitors, and maintains a regular schedule of in-person seminars, author talks, and events that bring in visitors and event participants through the evening hours.

The SSD will be a clear, diplomatic, and effective collaborator, who will create and maintain the Society’s relationships with external law enforcement, emergency management personnel, and neighbors to ensure that the Society’s building, collections, staff, and neighbors are cooperating in a way to optimize everyone’s safety. The SSD will plan, coordinate, and as needed, lead trainings to ensure compliance of the Society’s safety and security measures, and will liaise with MHS staff at all levels to gather information, train to new expectations, and build trust.

The SSD and will make recommendations to the CFO and the Senior Leadership Team for urgent and longer-term projects, expenses, and trainings, and will be the Society’s subject matter expert on all matters of security, after consultation with and taking account of the department-specific needs for the Society’s collections and library.

Schedule and Onsite/Offsite Work Expectations:

The Security Director is a salaried role. The Society’s general work week is 35 hours; the building is open every day except Sunday. Because of the nature of this position and the
MHS’ event schedule, the SSD may need to work occasional evenings, weekends, or other hours as needed to address matters requiring work or onsite presence outside regular working hours. This position is not available for fully remote work.

While the below criteria are not exhaustive as to required skills and job duties, the successful SSD candidate will possess the following:

**Required Skills/Abilities:**
- Extensive knowledge of fire prevention, safety, and security operations.
- Excellent management and supervisory skills, with ability to work with internal staff as well as external vendors.
- Strongly proficient with electronic alarm, camera, and related technical equipment and tools, and ability to operate and train new personnel in their use.
- Collaborative, persuasive, and authoritative relationship builder, able to create internal and external relationships that serve the Society’s Security needs.
- Excellent verbal and written communication skills and an ability to coordinate with learners at all levels of education and expertise.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite, including creating department’s own documents in Word, Excel, PowerPoint, and more, as well as ability to manage Outlook calendar, Zoom, and Teams calls and appointments.

**Education and Experience:**
- Bachelor’s degree required.
- Master’s Degree in Library and Information Science, Emergency Management, History, Art/Art History, Architecture, Preservation, Fire or Materials Science, Law Enforcement, or similar field preferred but not required.
- At least seven (7) years of progressively increasing safety/security experience required.
- Experience managing a department budget and vendor contracts.
- Advanced training or certification in safety and security required.
- Experience working in an institution with special collections strongly preferred.
- Experience working in secondary or higher education, museums, arts and cultural nonprofit, or other nonprofit strongly preferred.

**Physical Requirements:**
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 25-50 pounds on occasion.
- Ability to travel throughout facility as required to conduct safety inspections, including ability to use stairs, and ability to access attic, basement, or other spaces with narrow confines.
- Ability to travel to and from and be present on-site during trainings or any emergency.
- Ability to conduct in-person and virtual trainings, including evacuation trainings, workplace safety training, and emergency drills.
**Benefits and Compensation:**

The budgeted salary range for this position starts at $80,000.00/year, with additional compensation dependent upon experience.

The Society offers unlimited sick time to its employees. Benefits and accruals start on the first day of work, and include health, vision, dental, and life insurance, as well as employer-paid short and long term disability insurance, an EAP, and medical and commuter savings plans. Employees participating in the Society’s 403(b) retirement plan may be eligible for a match, based on their contribution amount.

**The MHS is an Equal Opportunity Employer:**

We aim to be a diverse workforce that is representative, at all job levels, of the citizens we serve. Candidates of all backgrounds are welcomed and encouraged to apply. We are committed to creating a work place free from harassment and discrimination on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, pregnancy, age, genetic information, disability, military or veteran status, or any other category protected by law (also known as membership in a "protected class").

**How to Apply:**

Send a resume and cover letter to the Director of Human Resources, Erika Barrie, at erikabarrie@masshist.org. Applications only submitted on job portals will not be considered.

For a full copy of the job description, to submit questions, and/or if you are a candidate in need of accommodation in the application process, please also contact the Director of Human Resources, Erika Barrie, at erikabarrie@masshist.org.

The final applicants will undergo a reference and criminal background check and will be required to provide proof of COVID vaccination.