

Toledo Museum of Art Job Description

Current Job Title: Gallery Guard, part-time

Area of Expertise: Protective Services

Summary Gallery Guards are the first line of defense in protecting visitors, staff, the works of art, and the physical facility.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Ensures the protection of his/her assigned post by patrolling the post during public hours.
- Keeps the works of art safe and secure by preventing unauthorized persons from touching, handling, defacing, or otherwise tampering with the the works of art.
- Helps keep staff, visitors, and students safe by reporting potential safety violations immediately.
- Keeps the Museum, the collection, and persons safe by immediately reporting critical incidents or unusual activity.
- Interacts with visitors by providing general information and wayfinding information in a pleasant and responsive way.
- Helps ensure the safety of the collection by recording daily inventory counts and monitoring temperature and humidity in gallery spaces.
- Helps keep the Museum presentable to visitors by performing light housekeeping duties.
- Other duties as assigned.
- Supports the Guiding Principles of the Museum in all activities. Model behavior described in the Museum Values Statement.
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Reports To: Supervisor, Protective Services and Chief of Protective Services

Supervisory Responsibilities - This job has no supervisory responsibilities.

Education and/or Experience - High school diploma or equivalent; experience working with the public

Language Skills - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills - Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills – None required

Certificates, Licenses, Registrations – none required

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Vision is an integral part of a Gallery Guard's job. Must be able to observe what is taking place on his/her post.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Other Qualifications – Requires excellent interpersonal skills. Must be able to pass a criminal record check with no recent felony or serious misdemeanor convictions in security related areas. Must pass drug screen.