



## **Toledo Museum of Art Job Description**

**Job Title:** Gallery Guard (Assigned to Post 7, staff entrance)

**Department:** Protective Services

**Reports to:** Protective Service Supervisor

**FLSA Status:** Non-Exempt

**Employment Status:** Part time

### ***The Toledo Museum of Art***

Since our founding in 1901, the Toledo Museum of Art has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus. More than 30,000 works of art represent American and European painting, the history of art in glass, ancient Greek, Roman, and Egyptian works, Asian and African art, medieval art, sculpture, decorative arts, graphic arts, and modern and contemporary art.

To accommodate the ever growing collection and demand for art education, the Museum campus has grown exponentially since its founding. From its humble first exhibition space in two rented rooms, the Museum has grown to cover approximately 36 acres with six buildings.

Thanks to the benevolence of its founders, as well as the continued support of its members, the Toledo Museum of Art remains a privately-endowed, non-profit institution and opens its collection to the public—free of charge—six days a week, 309 days a year. We are closed on Mondays and major holidays.

### **SUMMARY**

Gallery Guards support the primary function of the Protective Services Department to protect visitors, staff, the collection and the physical facility by patrolling their assigned posts and remaining alert to possible problems. As highly visible members of the Museum Staff, they treat visitors with consideration and tact, assisting with way finding and providing general information.

### **KEY ACCOUNTABILITIES**

- Control museum access by verifying the identity of persons requesting access.
- Responsible for issuance of all keys and badges to contractors and visitors and those issued to the Protective Services staff.
- Ensuring all deliveries are to be handled through the Shipping and Receiving Office, unless otherwise specified by Protective Services Manager or Director.
- Conducts net wide radio check with all guards posts, including bases throughout the week



- Make certain that the Protective Service office door and doors leading to supply room remain locked at all times.
- Maintain visual observation of immediate area during shift
- Stay update on museum policies, procedures and communication

**RELATIONSHIPS:** Reports to Protective Services Manager. May receive work direction from Protective Services Group Leaders; works closely with other members of the Protective Services team, special events/catering, programming staff, and others as appropriate.

#### **EDUCATION, SPECIALIZED KNOWLEDGE, COMPETENCIES AND ABILITIES**

- High school diploma or equivalent
- Experience working with the public
- Excellent interpersonal skills with the ability to be diplomatically proactive
- Ability to remain alert and focused, both during busy periods

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Position is mostly sedentary but requires lifting up to 10 pounds, occasionally carrying objects (like files), and walking and/or standing up to two hours per day. Must be able to communicate verbally both person-to-person and by radio and visually observe all activity on assigned post. Range of temperature within an indoor environment; may occasionally require outdoor activity.

**Please submit resume and cover letter via email to [jobs@toledomuseum.org](mailto:jobs@toledomuseum.org).**

*The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes the Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the workplace.*