



Toledo Museum of Art Job Description

JOB TITLE: Gallery Guard, 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

Include the following; other duties may be assigned.

- Ensures the protection and safety of visitors, staff, the collection and the Museum's physical facilities by:
 - patrolling assigned areas in a conscientious manner during public hours;
 - keeping the works of art safe and secure by preventing accidental or intentional defacing
 - preventing unauthorized persons from handling, touching or otherwise tampering with the works of art;
 - reporting observed potential safety violations, critical incidents or unusual activity immediately to a member of the Protective Services supervisory staff and completing written reports as required;
 - recording daily inventory counts and monitoring temperature and humidity in gallery spaces.
- Enhance the experience of visitors to the galleries by:
 - providing general information and wayfinding information in a pleasant and responsive way;
 - dealing with all visitors in a tactful manner;
 - performing light housekeeping duties on assigned post.

RELATIONSHIPS: Reports to Director of Protective Services through the Protective Services Supervisor. 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 and when alone in the galleries,
- Willingness to remain current on Museum programming with the ability to respond to visitors' inquiries.
- Must pass drug screen and criminal records check with no recent felony or serious misdemeanor convictions in security-related areas.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Position requires extensive physical mobility – must be able to patrol multi-gallery posts during entire shift. Sound level in galleries varies from very quiet to noisy, depending upon activity level. Must be able to communicate verbally both person-to-person and by radio and visually observe all activity on assigned posts. Range of temperature within an indoor environment; may occasionally require outdoor activity.

Please submit resume and cover letter via email to 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.