

**COLUMBIA MUSEUM OF ART
JOB DESCRIPTION**

Title: Gallery Guard

Reports To: Senior Security Day Supervisor
Senior Security Night Supervisor

Purpose: To promote and assure the physical and environmental security of gallery visitors and exhibit art objects while exercising high customer service standards.

Responsibilities: This position under the direct guidance of Security Supervisors is responsible for all gallery security, gallery life safety procedures and gallery decorum.

Primary Responsibilities include but not limited to:

1. Following prescribed guidelines to gallery security regulations.
2. Thorough understanding and implementation of fire and fire and life safety procedures.
3. Incorporating high customer service standards as outlined by Security Supervisors.
4. Strict adherence to the start and completion of all shift schedules.
5. Adherence to all tenets of the Facility Security Guidelines and the Emergency Disaster Plan.

Secondary Responsibilities include:

6. General awareness of exhibit information.
7. Strict adherence to supplied uniform and personal appearance decorum.

Job Type: This is a part-time hourly position not exempt from over-time.

Knowledge and Experience:

- Calmness in visitor management
- Self-direction and ability to work in a team atmosphere
- Good communications skills
- Awareness of surrounding activity to forestall possible incidents

Skills and Abilities: Be a positive employee and an advocate for the museum, interacting courteously and respectfully with others, internally and externally. Should have passion for the job and the museum and is creative, innovative, agile, and flexible. A highly motivated team player who is enthusiastic and proactive, and who thrives in a fast-paced environment. Possesses a strong sense of urgency, priority, and follow-through. Can work independently, anticipate needs, and manage multiple tasks and assignments simultaneously. Ability to work collegially with other staff and partner across departments to achieve common objectives. Discretion and sound judgment are required. Maintains the highest professional and ethical standards.

Employee Signature

Date

Department Head Signature

Date

Director Signature

Date