

### **Job Description**

<b>Date:</b>	<b>Summer 2025</b>
<b>Title:</b>	<b>Gallery Guard</b>
<b>Department:</b>	<b>Security</b>
<b>Position Reports To:</b>	<b>Security Supervisor / Shift Officer</b>
<b>Status:</b>	<b>Non-Exempt</b>

**Summary:** Gallery Guard (GG) employees serve the important role in enhancing the overall visitor experience at the Center while ensuring the protection and preservation of all objects and the safety and well-being of visitors and employees. GG provide positive interactions with visitors while they enforce the organization's rules, policies, and procedures.

#### **Job Duties:**

- Immediately upon being assigned to a gallery, must make a thorough inspection to check the condition of all art and other furnishings.
- Moves from gallery to gallery as assigned by the daily schedule.
- Greet/welcome visitors to the Center, seeks ways to help interact with visitors by answering questions, giving directions, etc.
- Observes visitors and employees, moving through the gallery or assigned area, checking what is going on and being an active presence in the building.
- Handles minor violations to policies or procedures with visitor services in mind.
- Maintains radio contact with the Security Officer and Security Base, reporting all irregularities, confrontations, incidents, and other non-routine events to the Security Officer.
- Maintains a positive working relationship with the public and staff, remaining courteous when situations are difficult.
- Understands the Centers Emergency Operation procedures. Implements emergency procedures when the situation requires this.

#### **Competencies:**

- Guest/Visitor Services focused
- Enjoy working with the public
- Observant and ability to make decisions under pressure
- Excellent communication skills
- Team player
- Projects a positive, approachable, and professional image

#### **Supervisory Responsibilities:**

- None

#### **Required Education and Experience:**

- High school diploma or equivalent.
- Has stamina to stand and walk for extended periods of time.
- Has acceptable level of hearing to receive to any aural communication.
- Flexibility in times available for work to meet special needs and emergencies.
- Basic computer skills are a plus.

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**Other Duties:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**EEO Statement:**

- Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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### POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		xx		
Standing				xx
Walking				xx
Bending Over		xx		
Crawling	n/a			
Reaching		xx		
Crouching	n/a			
Kneeling		xx		
Balancing	n/a			
Pushing/Pulling		xx		
Lifting/Carrying		xx		
10lbs or less				
11lbs to 25lbs		xx		
26lbs to 50lbs				
51lbs to 70lbs				
Manual Dexterity			xx	
Fine Motor Skills			xx	
Gross Motor Skills	n/a			
Eye/Hand Coord.		xx		
Near Vision				
Far Vision				xx
Color Recognition		xx		xx
Hearing				xx

### ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside	xx		
Working Inside	xx		
Working Alone	xx		
Working Closely with Others	xx		
Excessive Cold/Heat		xx	
Excessive Humidity/Dampness		xx	
Noise/Vibrations	xx		
Working with Chemicals/Detergents/Cleaners	xx		
Working Around Fumes/Smoke/Gas		xx	
Walking on Uneven Surfaces	xx		
Motorized Equipment or Vehicles	xx		
Working with Machinery/Motorized Equip.		xx	
Climbing on Scaffolds or ladders		xx	

**SIGNATURE PAGE**

I acknowledge that I have read and understand the job description for the position for which I am applying, and I am able to perform the responsibilities of this position. I have read and understand the Position Analysis for this position, and I can meet the physical and environmental expectations for this position.

If offered this position, I am willing and able to perform the position with or without reasonable accommodations. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_