

Job Description

Date: 2026

Title: PT/Year-Round Security Officer

Department: Facilities

Position Reports to: Security Supervisor

Status: Non-Exempt / Part-Time

Summary: The Security Officer will protect employees, visitors, and property from criminal activity.

Job Duties:

- Performs as Supervisory Security Officer in the absence of the Security Manager and is responsible for the performance of all gallery guards and front and back door security officers assigned to their shifts.
- Enforces the Center's security rules, regulations, policies, and procedures.
- Protects artifacts and art.
- Works with the public and represents the Center in a friendly and professional manner.
- Perform Base 1 and Gallery Guard duties.

Competencies:

- Calm in stressful situations
- Good problem solver
- Excellent customer service skills; both internal and external customers
- Excellent leader/decision-maker
- Must work during September's Board Week
- Must work overnight shift when required on occasion

Supervisory Responsibilities:

- Gallery Guards

Required Education and Experience:

- High School Diploma

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

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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.