

Event Guard

Reports to: Security Manager	Pay: \$12.00 per hour	Status: Part time / hourly	Updated: 1.2023
Shift – Works 1 to 2 evening events per week			

POSITION SUMMARY

Looking for a part-time evening job? The National Cowboy & Western Heritage is looking for unarmed Event Guards who will be responsible for carrying out the basic security functions at the Museum during Events. This may include working 1 to 2 evening events during the week. Excellent public relations skills as the position requires constant interaction with visitors, museum staff, and others. Excellent hearing, vision, and sense of smell to be acutely aware of the surrounding environment. Proficient in using a 2-way radio.

Job Responsibilities

- Roams the entire area of the assigned post while engaging with guests, ensuring the safety of the guest and staff.
- This entails:
 - Walks throughout the galleries actively monitoring guests as they view the art and artifacts or activities going on at the Museum.
 - Remains stationary for extended periods of time monitoring gallery activities.
 - Has eye contact with guests at 10 feet and has verbal communication with guest(s) at 3 feet.
 - Counts the number of guests as they come in for the event.
 - Monitors entrances, exits, stairwells, ensuring security and safety of operations.
- Helps close the Museum at the end of the event.
- Properly utilizes radio while on duty to answer all calls and provide updated information to security control center.
- Enforces Museum rules as outlined in the guard manual, i.e. Roams the entire area of the assigned post/gallery, while engaging with guests, ensuring the safety of the guest and staff.
- Guards the property against fire, theft, vandalism, and illegal entry.
- Directs visitors to coat and locker rooms to store materials that do not fit within the museum "allowable items" category (see guard manual).
- Maintains a familiarity with the building and its resources, knows the building emergency action plan and be able to guide/direct staff and guests in case of emergencies.
- Other related duties as assigned.

Minimum Qualifications

Be at least eighteen (18) years of age; Previous Security Experience, preferred

Physical Requirements

- Must have the ability to walk the Museum floors and stand for a 3 to 4 hours at a time

- Visual acuity to see security monitors and maintain and adjust controls to close-in on location where incident is developing.
- Ability to learn the evacuation route and fire extinguishers and safety evacuation
- Must be able to hear and speak to people inside or outside and on the phone and/or radio transmissions
- Ability to learn and use radio codes accordingly
- Ability to follow instruction oral or written
- Display professional conduct and appearance at all times
- Comfortable with a relatively active work environment that requires walking, standing, squatting, kneeling, lifting, pulling, pushing

Uniform Requirements: Security personnel will need to wear a black or straw cowboy hat, black jeans, white shirt and black shoes.

The National Cowboy & Western Heritage Museum is a non-smoking facility and campus.

TO APPLY

Please submit resume to Stephanie Webb, Human Resources Director at hr@nationalcowboymuseum.org.