

## Event Guard

Reports to: Evening Security Manager	Pay: \$15.00 per hour	Status: Part time / hourly	Updated: 06.12.26
Shift – Works 1 to 2 events per month			

**How to apply:** Email your resume to [HR@thecowboy.org](mailto:HR@thecowboy.org). Please type “Event Guard” in the subject line.

### POSITION SUMMARY

Want to work part-time in a world class location? The National Cowboy & Western Heritage Museum is looking for event personnel who want to work 1 to 2 events per month interacting with guests while keeping the artwork and guests safe. Candidates must have excellent public relations skills as the position requires constant interaction with visitors, museum staff, and others. This position will be able to sign up for sifts based on their availability.

### 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 stationery 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.
  - 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.
- Guards the property against fire, theft, vandalism, and illegal entry.
- Directs visitors to lockers to store materials that do not fit within the museum “allowable items” category (see guard manual).
- Maintains 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 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.
- Excellent hearing, vision, and sense of smell to be acutely aware of the surrounding environment.
- Ability to follow instruction oral or written
- Always display professional conduct and appearance
- Comfortably with a relatively active work environment that requires walking, standing, squatting, kneeling, lifting, pulling, pushing

**Uniform Requirements:** Security personnel will need to wear black or straw cowboy hat (partial reimbursement may apply), blue jeans and black or brown boots/shoes. Security logo' d shirt provided by Museum.

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

This position is classified as a "safety sensitive" position by the National Cowboy & Western Heritage Museum in accordance with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. If a "safety sensitive" employee tests positive for marijuana, even if such employee has a valid medical marijuana license issued by the State of Oklahoma, the employee will be removed from performing their safety-sensitive functions and appropriate disciplinary actions will be taken, up to and including termination.

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Employee Signature

Date

I have reviewed this job description, and I understand all my job duties and responsibilities. I can perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.