Gallery Guard Coordinator

**JOB PURPOSE:**

Provides security for the IU Art Museum by monitoring temperature and humidity, behavior of the patrons, and the condition of the artwork itself. Supervises gallery guards, gallery activities, and patron flow.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Acts as panel, gallery, or information desk guard as needed.

Designs, writes and prepares training materials for new guards. Assists in on-the-job training.

Responds to patron complaints and concerns about museum policy relating to rules of decorum and security activities; acts a public relations liaison for security.

Reviews and monitors performance of hourly gallery guards with Security Manager.

With the Security Manager, conducts interviews for hiring hourly gallery guards; advises Security Manager in hiring and discharging decisions.

Trains security staff in security policies and consults with museum staff about gallery activities.

Conducts gallery inventories and updates gallery books daily.

Performs other tasks as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of effective supervisory techniques.

Ability to understand and follow oral and written instructions.

Knowledge of emergency preparedness.

Ability to operate a computer and utilize specialized security software.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED

**Experience:** One-year as Security Worker or Security Panel Operator.
PHYSICAL REQUIREMENTS:

Sitting, standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying, fingering, talking, hearing, and seeing.

WORKING CONDITIONS:

Spends most time indoors. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.