

Paramount Center for the Arts
Event Security – Job Description

Event Security Personnel

Location: Paramount Center for the Arts

Salary Range: \$13.00 /Hour

Exempt/Non-Exempt: Non-Exempt

Benefits: Not benefit eligible

Employment Type: Year-Round - Part Time

Department: Event Management/Security

Description: The Event Security Officer is responsible for the safety and security of all guests and employees at the Paramount Center for the Arts while providing a safe and enjoyable event for all guests and fellow team members.

- Duties:**
- Enforces and upholds integrity of the facility and event, including Retail merchandise shops and all alcohol beverage locations;
 - Monitors entry and exit points to specific areas of the PCA.
 - Enforces PCA policies and procedures
 - Provides security escorts per events requirements,
 - Performs routine search procedures as necessary utilizing bag searches prior to guests entering the center.
 - Ensures that no prohibited items or behavior are permitted in the PCA.
 - Greets and directs guests to seating and services;
 - Maintains open and smooth access routes throughout seating areas;
 - Attends and participates in pre-event House Manager meetings;
 - Receives and acts on complaints from patrons according to established policies and procedures;
 - Enforces policies and procedures throughout the facility;
 - Follows all rules and regulations as outlined in the policies and procedures manual;
 - Aids in direction of orderly evacuation of the building during emergencies.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The employee should also have the following qualifications:

Experience / Education:

- High School diploma or GED
- All applicants are required to submit to criminal background checks.
- A minimum of 1 year security experience is preferred but not required

Skills and Abilities:

- Customer-Service orientation, with a fun, friendly attitude and professional demeanor and appearance at all times
- Be able to deal with uncertainty
- Be emotionally controlled and have good judgement
- Have good surveillance skills
- Be able to report and document incidents appropriately
- Ability to listen to and read in English, understand and interpret documents, signs, rules, policies, instructions and other pertinent information.
- Ability to speak effectively to customers and other employees.
- Excellent written and oral communication skills
- Ability to multi-task, cross-train and learn new skills quickly.

Other Qualifications:

- Employees must be able to work evenings, weekends as required
- Employees must have reliable transportation to and from work

Physical Requirements:

- Position requires the ability to use hands and fingers, walk, talk, hear and stand.
- Position requires the ability to walk and stand for extended periods (4-5 hours) of time.
- Position requires the ability to lift 25 pounds.

Work Environment:

- The noise level during some events may be very loud
- The environment during some events is energetic and fast-paced
- The areas can become crowded with many people

The Paramount Center for the Arts is currently seeking candidates for Event Security positions.

Individuals hired will be responsible for the safety and security of all guests and employees at the Paramount Center for the Arts while providing an enjoyable event for all. A complete job description is attached. All positions will be part time and primarily evenings and weekends. (Some events may be scheduled during the day hours.)

Please submit electronically, a complete resume along with a letter of interest to Trish Landwehr
Operations Manager, Paramount Center for the Arts. tlandwehr@paramountarts.org