



# PARAMOUNT

CENTER FOR THE ARTS

913 W. Saint Germain St., St. Cloud, MN 56301

## Event Security

### Job Description

#### Event Security Personnel

**Location:** Paramount Center for the Arts

**Salary Range:** \$17.00 /Hour

**Exempt/Non-Exempt:** Non-Exempt

**Benefits:** Not benefit eligible

**Employment Type:** Year-Round - Part Time

**Department:** Event Management/Security

**Description:** Event Security 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

Please submit a complete resume along with a letter of interest to Trish Landwehr, Director of Operations, Paramount Center for the Arts. [tlandwehr@paramountarts.org](mailto:tlandwehr@paramountarts.org)

