



Private Management for Public Facilities

POSITION DESCRIPTION

JOB TITLE: Event Security Guard	COMPANY: SMG
DEPARTMENT: Operations	FACILITY: Sands Bethlehem Event Center
REPORTS TO: Event Security Supervisor	FLSA: Hourly/Non Exempt

POSITION SUMMARY:

This position is responsible for patrolling all areas of Arena property and parking lots, securing doors, ensuring the safety of all guests, staff, talent, vendors, and contract labor while on premises, and securing property during load in/out of trade shows, conventions, or events.

POSITION RESPONSIBILITIES:

- Stand guard during events. Tour post periodically to ensure safety of patrons, staff, vendors, participants, and others on premises
- Handle any disturbances and/or problems that arise during events or at the facility. If necessary, and in conjunction with local law enforcement, escort disruptive individuals to security office and/or off the premises
- Write incident reports and meet with security supervisor to review procedures
- Inspect premises for signs of intrusion or tampering
- Tour facility, examining doors, window, and gates to ensure that they are secure
- Assist with crowd control inside and outside of Arena
- Assist in the control of unusual circumstances and events during fire, storms, riots, and other emergencies
- Respond immediately to emergency situations – answer alarms and investigate disturbances
- Assist departments such as the Box Office, Parking, and SAVOR when those departments handle large sums of money
- Act in a professional manner with clients, employees, exhibitors, patrons, and others encountered in the course of employment
- Insure that every client, patron, and vendor receives the best service possible
- Performs other tasks as assigned

WORK CONTACTS:

Event day contact with Event Security Coordinator, Security Supervisors, Event Staff, and Arena guests

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities

QUALIFICATIONS:

- Must possess a High School diploma or G.E.D.; some college preferred
- Must possess 6 months to 1 year security or law enforcement experience, preferably in a similar environment
- Must possess the ability to demonstrate knowledge of security issues related to a major sports and entertainment venue
- Must possess the ability to handle conflicts, make common sense decisions, and exercise proper action during high tension and stressful situations
- Must possess the ability to meet the physical demands of this job, which may include being able to get in and around the facility (requires personal mobility inside and outside of the building and walking for long periods of time), lifting (up to 50 pounds), carrying, moving, climbing, and adjusting to moderate to loud noises
- Must possess the ability to follow oral and written instructions and communicate effectively with others in both oral and written form, in English, including use of a portable radio
- Must possess the ability to organize and prioritize work to meet deadlines
- Must possess the ability to work effectively under pressure and/or stringent schedules and produce accurate results
- Must possess the ability to work independently, exercising judgment and initiative
- Must possess the ability to maintain an effective working relationship with clients, employees, exhibitors, patrons, and others encountered in the course of employment
- Must possess the ability to remain flexible and adjust to situations as they occur
- Must possess the ability to work hours as dictated by events
- Must possess the ability to work a flexible schedule to include days, nights, weekends, and holidays, work as a team, and have reliable transportation
- This position may be exposed to adverse conditions such as loud noises, pyrotechnics, etc.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the right to modify, supplement, delete, or augment the duties and responsibilities specified in the position

description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.

SMG is an Equal Opportunity Employer and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRRRA Federal Contractor Applicants that need reasonable accommodations to complete the application process may contact Joshua Rogers at 610-297-7401.