

ZEITERION PERFORMING ARTS CENTER

Job Title: Event Security Team Leader
Department: Production and Front of House
Reports to: Director of Patron Relations
Job Type: Part Time
Pay Rate: \$20.00 per hour

About The Z

The Zeiterion Performing Arts Center (The “Z”) is a non-profit whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social and economic vitality of the South Coast.

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel valued in our employ, in our seats and on our stage.

POSITION OVERVIEW

The Event Security Team Leader is responsible for supervising the Security Team Members before, during and after an event, until all patrons have exited the venue. The Team Leader sets the tone for the team, and in keeping with The Z’s values, leads with honesty, integrity, and equity. The Team leader approaches all events strategically and with care. The Event Security Team Leader is a skilled leader, acts as a goodwill ambassador, and is an expert problem solver, trained in first aid, crisis management, and emergency evacuation.

RESPONSIBILITIES

- Responsible for the reasonable safety and welfare of event attendees, staff, volunteers, and guests.
- Prepare documentation (e.g. incident and activity reports, security logs, etc.) for the purpose of providing written support and/or conveying information.
- Refer incidents to appropriate site personnel (e.g. injuries, altercations, suspicious activities, etc.) for the purpose of ensuring follow-up in accordance with administrative guidelines.
- Staffs each event with sufficient personnel, and recruit, hire and train new team members as needed.
- Ensure that the Security Team successfully performs the assigned duties for each event.
- Watch for and intervene in potential conflicts for the purpose of minimizing disruptions and/or injury to involved parties.
- Be knowledgeable of location and use of first aid kits, fire extinguishers, AEDs, fire alarms, emergency exits, and duress alarms (if any) and ready, willing, and able to use as necessary.
- Ability to work cooperatively with all members of The Z team, and City agencies including police, fire and EMTs.

QUALIFICATION REQUIREMENTS

- 5 years of leadership experience in security or law enforcement
- High School Diploma or equivalent
- Pass a Cori Check
- Able to speak, understand, read and write the English language fluently.
- Ability to present a professional appearance.
- With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, and crawling. Standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds.

POLICIES

- The Security Team is expected to maintain a discreet distance from the Patrons and Performers/Artists and refrain from interacting with them except for safety/security related issues.
- The Security Team should not use personal mobile devices when on duty.
- The Security Team is not allowed to smoke inside or outside the venue.

HOW TO APPLY: Send resume to Dori Rubbico, Director of Patron Services at drubbico@zeiterion.org