



**Job Title:** Security

**Reports to:** Events Manager

**Hours:** Hours will vary (Part-Time)

### Summary

Guard, patrol, and/or monitor the venue premises to prevent theft, violence, or infractions of rules. May operate metal detector equipment.

#### Qualifications:

- Flexible hours including weekends and holidays.
- Ability to stand for long periods of time.
- Able to strictly follow all policy and procedures
- Reliable and punctual
- Previous security experience helpful

#### Position Functions & Responsibilities

- Circulate among guests and/or employees to preserve safety, order and to protect the venue property
- Monitor and authorize entrance and departure of employees, guests, and other persons to guard against theft and maintain security and safety of the premises
- May write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
- Patrol premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates
- Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises
- Other duties as assigned

#### Knowledge, Abilities, & Skills

- Ability to work nights, weekends, and holidays
- Ability to work a varied and flexible work schedule

**Note:** The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply:

*Please send employee application, cover letter, and resume to [jobs@upmceventscenter.com](mailto:jobs@upmceventscenter.com)*

*OVG Facilities is an EOE/DFW; Offered candidates must submit to / successfully complete pre-employment screens (background & substance) prior to hire*