

**Security Officer – General Description:**

The Full-Time Security Officer is an integral part of the overall security posture at the Max M & Marjorie S. Fisher Music Center (The Max) and related facilities. The F/T Desk Officer is often the first point of contact with musicians, staff, patrons, guest artists, vendors, first responders, etc. The F/T Desk Officer maintains responsibility and/or assists in coordinating patrols, investigations, public safety, and safety inspection tasks related to the operation of The Max. Provides and/or assists in coordinating personal safety services to staff musicians, staff, patrons, guest artists and vendors of the DSO.

**Specific Responsibilities/Expectations:**

- Learning the new security technology systems and programming for same installed at the DSO (cameras, card readers, access system, etc.)
- Able to maintain a high level of awareness during scheduled shift.
- Adherence to Safety and Security General Orders.
- Ensures that all exterior exits and service doors for The Max and related facilities are locked/unlocked according to hall operating schedule. Conducts patrols of facilities and grounds to ensure the safety of DSO employees , patrons, visitors, and physical assets.
- Assists in coordinating emergency medical and/or evacuation activities for The Max.
- Interpreting, analyzing, facilitating, problem solving in a stressful environment/situation.
- Maintains daily security log while working security desk.

- Assists with the distributions of temporary access badges for entry to and around The Max.
- As directed, completes and distributes incident reports involving personal safety and security of DSO employees, customers, patrons and physical assets.
- Enter found items into Lost/Found Logbook and enter same items into the Lost and Found. Note when items have been returned to the rightful owner in the Logbook.
- Maintains keys, locks, radios and equipment used by security staff.
- Provides, as appropriate, escort services for the personal protection of DSO employees, visitors , customers and patrons between The Max , parking lots and other related facilities.
- Provides security for the loading of equipment at The Max.
- Assists in the receipt and distribution of materials being delivered to The Max by outside services.
- Maintains service and use records for burglar and fire detection systems for The Max.
- Posting of job assignments for events and event sheets for weekly and/or individual events.
- As directed, conducts authorized special investigations relative to specific safety and/or security concerns
- Answering of phone calls from staff or general public calls that may come into or transferred to the security desk.

- Assists maintenance staff where appropriate, in maintaining the general appearance of The Max and grounds, and in removing snow and ice from sidewalks, parking lots, and driveways during inclement weather.
- Performs other duties as assigned.

Position Qualifications:

- Requires excellent intrapersonal communication skills.
- Ability to sit for extended periods of time, particularly at the DSO Security Desk.
- Ability to stand on feet for extended periods of time.
- Ability to walk, run and climb stairs.
- Ability to work in varying climatic conditions.
- Ability to lift 35 lbs.
- Must have record or proven reliability and dependability. Minimum education of High School Diploma. An associate degree in Criminal Justice or Public Safety preferred.
- Minimum two years' experience in law enforcement, public safety or corporate security required.
- Submit to background screening.

**PLEASE APPLY FOR JOB VIA RESUME TO DSO HUMAN RESOURCES AND  
GEORGE KRAPPMANN BY CLOSE OF BUSINESS FEBRUARY 21, 2022.**