



PART-TIME SECURITY OFFICER JOB DESCRIPTION

Department: Safety and Security

FLSA Status: Non-Exempt

Work Location:

- Onsite

FT/PT:

Part time

Last Revision Date: February 24, 2023

The Organization: The Detroit Symphony Orchestra (DSO) is known internationally for trailblazing performances, collaborations with the world's foremost musical artists, and a deep commitment to serving our community. Making its home in historic Orchestra Hall at the Max M. and Marjorie S. Fisher Music Center, the DSO actively pursues its vision to be an inclusive and culturally relevant community where all people can experience their world through music.

The DSO is a complex organization. Operating 365 days per year in historic Orchestra Hall, one of America's most acoustically perfect concert halls, we are a performing arts institution, an educational facility, and a community center. We are governed by an independent Board of Directors and employ both union and non-union employees as musicians, stage crew, and administrative staff. Creating a unified culture throughout the institution is an organizational imperative, and we are guided by our values of *excellence, diversity, resilience, collaboration, and innovation*.

The DSO's commitment to diversity, equity, and inclusion is paramount to who we are; we work to create an environment where all employees are seen, valued, and supported to enable their best every day. This is essential as we pursue our mission to impact lives through unforgettable musical experiences by sustaining a world class orchestra for the city of Detroit and the global community.

The DSO offers a unique, fast-paced working environment, an excellent overall compensation package, and is an Equal Opportunity Employer. For more information visit www.dso.org.

Position Summary:

The Part-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 P/T Security Officer is often the first point of contact with musicians, staff, patrons, guest artists, vendors, first responders, etc. The P/T Security Officer is responsible for 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 Duties and Responsibilities:

- 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 (Desk Officer).
- Assists with the distributions of temporary access badges for entry to and around The Max (Desk Officer).
- 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 (Desk Officer).
- Maintains keys, locks, radios and equipment used by security staff (Desk Officer).
- 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 (Desk Officer).
- Answering of phone calls from staff or general public calls that may come into or transferred to the security desk (Desk Officer).
- 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.

Required Qualifications:

- Ability to act independently, take initiative, and meet changing priorities
- Successful experience working in, and contributing to, a collaborative, team environment
- 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.

Desired Qualifications:

- Demonstrated experience and investment in issues of diversity, equity, and inclusion
- Prior public safety/security experience preferred

Additional Information:

- This is a salaried, non-union position
- Successful candidates must be available to work a varying schedule, including nights and weekends, to meet the needs of the DSO's performance schedule
- Submit to background screening

Physical Requirements:

"This role primarily works during DSO events where they could perform a number of different roles from sitting on a post, to monitoring patron arrivals and departures on the interior and exterior of the building, which will require prolonged periods of standing and walking. If working part-time shifts at the security desk there will be periods of staring at a computer screen and/or video monitors."

	Seldom 5% - 25%	Occasionally 26% - 50%	Periodically 51% - 75%	Frequently 76% - 100%
Standing			x	
Walking			x	
Prolonged Sitting		x		
Lifting/carrying up to 10 lbs.		x		
Lifting/carrying 10 - 25 lbs.		x		
Lifting/carrying 26 - 50 lbs.	x			
Lifting/carrying more than 50 lbs.	x			
Pushing/Pulling	x			
Climbing				

Stooping/Kneeling/Crouching/ Crawling	x			
Reaching	x			
Manual dexterity	x			
Driving a Motorized Vehicle		x		
Repetitive Motions	x			

Primary Reporting Responsibility: Safety and Security Manager

Supervision Provided: None

The DSO recommends all employees be vaccinated and boosted against COVID-19.