



## SECURITY ATTENDANT

Passionate about the arts in our community? Looking to make a change and a difference? We're looking for someone like you. A Security Attendant is on-site for all events to which the general public is invited. This position performs walk-throughs and provides directions and parking assistance, ensuring that the experience of each person in the theater is safe and pleasant. The Security Attendant makes themselves and other staff members aware of any irregularities inside or outside the building during each shift. The Security Attendant may work in conjunction with other hired Security personnel. Security Attendants report to the Patron Services Coordinator, but must also work closely and coordinate with, and take direction from, other full time staff.

New Hazlett employees must embrace the theater's mission and its goal to respect and present diverse artists and ideas. We are committed to eliminating bias with regard to race, sex, gender expression, sexual orientation, ability, heritage, culture, religion and tradition, both on stage and off. Our staff must work to further this commitment, and will help interrupt behaviors that impede our DEAL efforts.

### **Essential Duties & Responsibilities:**

- Security: This position performs security rounds throughout the building (basement, switching laundry loads when necessary, as well as backstage and rehearsal room) and outdoors (parking and loading dock areas) to ensure personnel and patrons are in the appropriate locations, and notifies other staff of any irregularities via handheld radio. The Security Guard also maintains a presence in the lobby during intermission.
- Parking: This position becomes familiar with the specific parking provided for each performance, including securing any private parking facilities used during that event. The Security Attendant reserves handicapped and other spaces as directed, and assists patrons in finding parking as needed.
- Safety: This position maintains a safe and clean outside space, which may include cleaning litter from the exterior grounds, steps and ramp of the Theater, shoveling snow, or spreading salt when necessary. Security Attendants also assist the House Manager with refuse removal.
- The Security Attendant serves as an ambassador, greeting patrons and neighbors in a way that represents the theater as a friendly and engaged member of the community. This may include providing patrons with directions and answering questions about the venue.
- The Security Attendant is aware of and prepared to execute emergency procedures at all times.
- This position works with the House Manager and technical personnel to ensure that all doors are locked and secured, and that the building alarm is engaged prior to exit.

Our job descriptions are general overviews. If you feel passionate about the arts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you.

### **JOB REQUIREMENTS**

#### **Experience:**

Minimum Experience:

- No prior experience required

Preferred Experience:

- Experience with theater/performance practices
- Experience working with a wide range of clientele

**Knowledge, Skills & Abilities**

- Strong organizational and time management skills with the ability to multitask and reprioritize
- Strong interpersonal skills; Must be able to delegate, and manage a small staff.
- Ability to communicate with a broad range of audience members
- Ability to problem-solve, and able to quickly identify and provide recommendations on issues

**NOTE: Full Covid-19 vaccination is required, barring a legal exemption**

**Language Requirements, other than English:** Not Applicable

**Licenses or Certifications:** RAMP certification will be required. CPR / First Aid training will be provided annually.

**Travel Requirements:** Access to reliable transportation required

**Physical, mental demands and working conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- An employee in this position works both in a theater environment and outdoors.
- The position frequently requires the employee to communicate well with others both inside and outside the theater.
- The employee must be able to understand, interpret and analyze data, solve problems, concentrate, research, use available technological resources and systems (e.g. computer programs), multi-task, prioritize, and interact with multiple individuals to complete essential tasks.
- An employee in this position is frequently required to move throughout the workplace and outdoors, sit, stand and walk, hold objects, tools or controls, write and operate a handheld radio, reach, climb stairs, balance, stoop, kneel, crouch and crawl.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Number of Direct Reports:** Not applicable

**Compensation:** Compensation for this part-time, non-exempt position is \$14.00/hour

The New Hazlett Theater is proud to be an Equal Opportunity Employer, and we encourage people from underrepresented backgrounds to apply. We do not discriminate on the basis of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable.

Employment is contingent upon your successful completion of a professional, educational and criminal background check. At the time of employment, you must also present documentation indicating that you are legally authorized to work in the United States.

**TO APPLY:** Send resume with cover letter to [rconrad@newhazletttheater.org](mailto:rconrad@newhazletttheater.org). There is no deadline to apply. No phone calls please.