



Event Security Job Description



Job Title: Event Security

Date Prepared: August 2024

Reports to: Director of Security

Hours: Variable Schedule around events which includes days, nights, weekends, and holidays.

Position Type: Part-Time

Position Overview:

The VETS & The Providence Performing Arts Center are looking for Event Security for our upcoming season. Applicants must be able to work in a fast-paced environment while remaining calm and assertive in situations where patrons may be emotional or unruly.

Essential Duties and Responsibilities:

- Responsible for checking bags and screening patrons using walkthrough magnetometers to ensure overall safety.
- Stand guard during events and/or patrol area of responsibility to ensure safety and security of all patrons, staff, vendors, and facilities.
- Respond immediately and professionally to emergency situations, patron issues, or disturbances within the area of responsibility.
- Effectively diffuse potentially unstable situations.
- Assist with crowd control inside and outside of the facility.
- Limit loss and damage by reporting and documenting any irregularities (trespassers, building damage, leaks, unsecure access points, etc.) and by informing violators of policies and procedures.
- Remain calm and assertive when dealing with emotional, angry, and/or unruly, patrons during times of heightened and intense interactions.
- Verify credentials to ensure control of access into restricted areas.
- Maintain strict company, staff, and guest confidentiality.
- Interface with and work alongside other departments including local police and fire.
- Work a flexible schedule (including extended and/or irregular hours, evenings, holidays, weekends)
- Responsible for clean, neat appearance that complies with venue security uniform guidelines.
- Other duties as directed by supervisors and management.

Qualifications:

- Must pass a criminal background check and possess a clean BCI report.
- Prior security experience preferred, but not required.
- Able to work events as assigned which includes standing or sitting for long periods of time often in the same location.
- Ability to work at heights, in darkened area, around crowds, loud noises and flashing light.
- Ability to work in adverse weather conditions.
- Ability to remain calm and focused in fast-paced and stressful situations.
- Ability to listen effectively and take/execute directions as given.
- Excellent oral and written communication skills in the English language preferred.
- Demonstrated ability to work well under pressure.
- Must Demonstrate strong attention to detail.
- Have the ability to enforce departmental policies and procedures with fairness and consistency.
- Must demonstrate a positive professional, and customer-focused attitude.

We are committed to equal employment opportunities. We will not discriminate against employees or applicants for employment on any legally recognized basis ("protected class") including, but not limited to veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.