



SUPERVISOR OPPORTUNITIES

SERGEANT

The Music Center is currently seeking qualified candidates for in-house Armed Security Sergeant positions. We are the best, looking only for the best.

The Music Center offers a very distinctive environment for security services from other more traditional law enforcement or security positions with the opportunity to work at Los Angeles' premier performing arts center. The Music Center provides comprehensive, excellent training and covers all costs for permits and equipment.

\$1,000 SIGN-ON BONUS
(paid after successful completion of the probation period)

Starting Salary:

Sergeant

\$21.50 - \$24.75 (Dependent upon Experience & Qualifications)

Early morning (*Graveyard*) staff qualify for 7½ % shift differential pay

Benefits:

Full time employees are eligible for the following: Medical, Dental & Vision w/dependent coverage is available. In addition to our 401(k) w/company match. Sick and vacation pay, paid holidays.

About The Music Center

The Music Center convenes artists, communities, and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. The non-profit performing arts organization has two divisions: TMC Arts and TMC Ops. TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres, on The Music Center Plaza, outside at Grand Park—a 12-acre adjacent green space—and in schools and other locations all over Los Angeles County. TMC Arts presents world-class dance with Gloria Kaufman Presents Dance at The Music Center, free and low-cost public concerts, and events, as well as K–12 arts education programs. TMC Ops manages the theatres, the Plaza and Grand Park on behalf of the County of Los Angeles. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

We currently have full time opportunities on all shifts; however, **all candidates must be willing to work any, and all shifts assigned no exception.**

The Music Center Security Department (MCSD) has openings 21.50 for the position of **Sergeant** please read below for further information about this opportunity.

Reporting to the shift Lieutenant/Watch Commander the MCSD Sergeant will be responsible for the scheduling of officers, completing performance evaluations and planning special event operations. The Sergeants' primary responsibility is to provide effective levels of supervision to shift personnel.

PRINCIPAL DUTIES & RESPONSIBILITIES INCLUDE:

The Sergeant role is responsible for supervision of line level staff; directly responsible for ensuring shift security personnel meet facility security needs. The Sergeant is a key member of the Security Department management team. The Sergeant is required to work under the guidance of the Director of Security, Assistant Director of Security, the Commander of Field Operations and the Lieutenant Watch Commander to ensure the MCSO Officer is in compliance with MCSO policies and procedures.

The Sergeant in this supervisory role develops subordinates, evaluates the quality of work being done and enforces discipline standards.

During major incidents at the facility, the Security Sergeant shall immediately respond to the scene to assist in handling the incident in an effective manner.

QUALIFICATIONS AND REQUIREMENTS:

- Valid California Guard Card
- Valid California Firearm & Baton permits (This requirement may be waived for up to 90-days for exceptionally qualified candidates)
- Valid California Driver License
- 1st Aid & CPR certifications – Either current or be able to obtain certifications within 30-days of employment
- Should have 1-2 years previous security, public safety or customer service experience, or equivalent as determined by the Music Center.
- Candidates must have a minimum of a High School Diploma, a GED, or 2-years of successful college level study.
- Possess outstanding communication skills with the ability to write detailed and concise reports, memos and other correspondence; strong verbal skills with the ability to give detailed instructions, explain complex information in simple terms and with the ability to give instructions; ability to communicate effectively with all levels of staffs; strong interpersonal skills including diplomacy, tact and confidentiality.
- Minimum 1-year lead or head position experience; knowledge of and or familiarity with disciplinary processes and conducting employee performance appraisals.
- Demonstrated strong leadership skills in order to effectively lead, manage, mentor, and develop effective working relationships with superiors and subordinates alike.
- Possess good customer services skills and be able to have positive interaction with the public, as well as give simple directions, and instructions under emergency situations.
- Candidates will be tested in their knowledge of basic security functions. A written test will be administered as part of the selection process.
- All Security Department employees at the Music Center may be subject to random chemical screening at any time.

This is a high-profile position; only the best candidates should apply. Must be highly dependable; **excellent attendance & punctuality** is required. Position may require running or standing for long periods of time (up to 8 hours per shift). Successful candidates must be in good physical condition. **Must be able to work in all environments and on any & all shifts, including holidays & weekends, especially July 4th and New Year's Eve.** Strong professional customer service skills, as well as communication skills, both verbal and written is required.

SALARY: \$21.50 -\$24.75

All on-the-job and all other approved training, including State recertification fees, are paid by The Music Center. Officers additionally receive an annual \$700 Uniform Allowance.

VACCINATION POLICY

The Music Center requires its employees to be vaccinated against COVID-19, subject to certain exemptions as required by law. New hires working at The Music Center must be fully vaccinated no later than 60 days after hire and until they are fully vaccinated will be required to submit weekly proof of negative laboratory COVID-19 test and submit to additional masking and social distancing requirements. Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

HOW TO APPLY:

To be fully considered for the position, please submit a cover letter and resume in PDF or Word format to: securityresumes@musiccenter.org or fax to (213) 972-0721 by **Friday, January 7, 2022 @ 12:00 noon.**

EQUAL OPPORTUNITY EMPLOYER

PLEASE NO PHONE CALLS OR WALK-INS