



Commander, Field Services Division

As L.A.'s premier performing arts destination, The Music Center convenes artists, communities, and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. The \$70 million non-profit performing arts organization has three divisions: TMC Arts, TMC Ops and TMC Business Services. TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres—Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum. Year-round programming is also provided on Jerry Moss Plaza; outside at Gloria Molina Grand Park, a 12-acre adjacent green space; in schools and neighborhoods all over Los Angeles County, and on a digital platform called *The Music Center Offstage*. TMC Arts showcases world-class dance with *Glorya Kaufman Presents Dance at The Music Center*; and offers free and low-cost public concerts, K–12 arts learning programs, workshops, performances, interactive experiences and special events. TMC Ops, on behalf of the County of Los Angeles, manages the theatres, plaza and Gloria Molina Grand Park, which comprises \$2 billion in county assets. TMC Business Services includes Advancement, People and Culture, Finance, IT, and Marketing and Communications. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

Position Summary

The Music Center seeks an individual who is precise, results-driven, and resourceful to support The Music Center's Security Department as the Commander, Field Services Division. The Commander, Field Services Division oversees the daily operations of the Security Field Services Division and Security Operations Control Center.

The Commander, Field Services Division assists with formulating policies and procedures, supports the development and monitoring of the annual budget, and acts as the department hiring manager.

Reporting to the Assistant Director of Security, the Commander, Field Services Division works closely with People & Culture and Music Center Leadership, and maintains extensive contact with all levels of security staff.

Key Responsibilities

- Manages the Logistics and Scheduling Manager, and division Lieutenant Watch Commanders in the Field Services Division to ensure that respective areas of responsibility are fully staffed and functioning effectively within policy and procedure.
- Troubleshoot problems that arise, and provide counsel, coaching and guidance with employee relations issues such as performance, employee discipline, counseling and matters leading up to termination.
- Oversees and approves recommendations for employee development, training, and promotions.

- Ensures the Pay-for-Skills program is properly administered, implemented, and delivered in a timely manner; provides guidance and counseling to Field Services Division staff on all aspects of this program including taking recommendations for program changes.
- Acting as the department hiring manager, coordinates with People & Culture to maintain appropriate staffing levels by actively recruiting and identifying viable candidates along with maintaining a pool of qualified candidates.
- Reviews, develops, and recommends new policies to ensure the department stays current with industry and public standards, and meets Music Center leadership and resident company needs regarding protection of Music Center physical assets, personnel safety, public and guest safety including modifying individual Post Orders affecting safety.
- Assists the Assistant Director of Security with the development, management and on-going monitoring of department overtime ensuring the Field Services Division is within budget standards and maintains accounting backup material as required; has department payroll and invoice signing authority.
- Manages and oversees the timely procurement, use and care of departmental equipment and security property such as office machines, firearms etc., ensuring appropriate attention is paid to the safekeeping, inventory, and maintenance of equipment along with managing contracts and vendors.
- Undertake special projects and duties as assigned.

Qualifications

- High School Diploma
- Bachelor's Degree desirable
- Strong and current knowledge of California employment laws and regulations.
- Minimum five (5) to seven (7) years of progressive in-house Corporate Security, Public Safety, Military or Law Enforcement experience or a combination thereof preferred.
- Three (3) to five years (5) of supervisory experience preferred.
- Must possess valid California Driver's License, Bureau of Security Investigative Services (BSIS) Guard Card, BSIS Firearms Permit, BSIS Baton Permit and First Aid/CPR/AED certifications or be able to obtain within 30 days of appointment.
- Exceptional communication and interpersonal skills with the ability to effectively communicate in written and verbal form.
- Strong presentation skills to effectively prepare, communicate and deliver technical, numerical, and conceptual information.
- One or more of the following certifications are desirable:
 - IFPO Certified in Security Supervision and Management (CSSM)
 - ASIS Certified as a Protection Professional (CPP)
 - ASIS Certified as a Physical Security Professional (PSP)
 - ASIS Certified as a Professional Certified Investigator (PCI)
 - ISACA Certified as a Certified Information Security Manager (CISM)
 - Certified Information System Security Professional (CISSP)

Vaccination Policy

The Music Center requires its employees to be fully 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 fully vaccinated, will be required to submit to weekly proof of negative laboratory COVID-19 testing and submit to additional masking and social distancing requirements. Please contact The Music Center's People & Culture Department for a copy of the vaccination policy.

Work Schedule

The standard work schedule is 40 hours per week onsite.

Trainings and Certifications

All on-the-job and required training, including State certification fees, are paid for by The Music Center.

Compensation

\$91,500 - \$112,000 annually, commensurate with experience. This is a full-time, exempt position. Compensation package includes medical, dental, vision, welfare benefits, paid sick and vacation time, and 401(k) retirement plan with employer contribution.

Please submit a cover letter and resume with application. Incomplete submissions will not be considered.

Timely applications are encouraged. First round interviews are expected to take place the week of March 4th.

Click [here](#) to apply.

EQUAL OPPORTUNITY EMPLOYER