



## **Security Officer, Security**

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 \$80 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, which include Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum; 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 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 learning programs, workshops, performances, interactive experiences and special events. TMC Ops manages the theatres, the plaza and Grand Park, which comprise \$3 billion in county assets, on behalf of the County of Los Angeles. TMC Business Services includes Advancement, Human Resources, Finance, Tech Services, 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 a Security Officer to provide patron, visitor, employee, and asset protection services for all venues, theaters, parking structures, and premises within The Music Center.

### **Key Responsibilities:**

- Display tact, courtesy, and diplomacy while interacting with and assisting visitors, patrons, and employees.
- Enforce stated policies and procedures that affect the integrity, safety, and security of The Music Center.
- Properly identify employees, visitors, vendors, and contractors entering any building within The Music Center.
- Be alert, actively observant, and prepared to respond to crises and events of an unpredictable and evolving nature.
- Report fires, safety hazards, injuries, emergencies, persons of interest, security violations, and suspicious objects.

- Complete operational reports, logs, and other written documentation daily as assigned.
- Conduct traffic control duties during special and emergent events.
- Address parking, directional, and speed limit violations in the parking structure.
- Maintain, account, and follow procedures for authorized equipment, munitions, weapons, and/or uniform items.
- Adhere to uniform, dress, and personal appearance requirements at all times.
- Perform other duties as assigned.

**Required Skills/Abilities:**

- 21 years of age
- Eligible to qualify for a California Guard Card
- Eligible to qualify for a BSIS Firearm permit
- Eligible to qualify for a California Baton permit
- Ability to qualify for 1st Aid & CPR certifications
- Prefer 1-2 years of previous security, public safety, and/or customer service experience, or equivalent as determined by The Music Center.

**Education and Experience:**

- High School Diploma, GED, or completion of 2 years of college

**Physical Requirements:**

- Requires frequent standing
- Requires frequent walking
- Requires occasional sitting
- Requires occasional bending and twisting at the neck and waist
- Requires occasional squatting, climbing, kneeling, and crawling
- Requires frequent and repetitive use of hands
- Requires occasional gross and fine manipulation by hands
- Requires occasional pushing and pulling
- Requires occasional reaching above, at, and below shoulder level
- Requires occasional keyboarding with both hands
- Requires occasional lifting and carrying up to 50 pounds
- Requires near, far, peripheral, and color vision
- Requires ability to hear, understand, and distinguish speech
- Requires ability to express or exchange ideas by means of spoken word

**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 against COVID-19, receiving either the primary 2-dose or 1-dose vaccine. At The Music Center, fully vaccinated is defined as 14 days after receiving the second dose of the 2-dose vaccine (Pfizer or Moderna) or 14 days after receiving the 1-dose vaccine (J&J). Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

**Work Schedule:** This is a full-time non-exempt position. The weekly schedule is 40 hours per week with shifts that may include nights, weekends, and holidays.

**Salary:**

The salary range for this position is \$23 - \$26.25/hour. Compensation package includes medical, dental, and vision health plans, welfare insurance benefits, a 401(k) plan with employer contribution, and paid vacation and sick days.

- **\$1,000 sign-on bonus**

To apply, please click [here](#).

**EQUAL OPPORTUNITY EMPLOYER**