



Logistics Sergeant

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.

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 Glorja 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.

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

The Music Center Security Department (MCS D) has an immediate opening for the position of **Logistics Sergeant** please read below for further information about this opportunity.

The Logistics Sergeant position is responsible for administering the Company's Badge & Access Control Program, Key Program; Lost & Found Program, Video Management Software, Computer Aided Dispatch Software, Radio Equipment, and oversees the care and maintenance of Security Department bikes and electric carts. Additionally, this position is designated as the MCS D liaison to the Bureau of Security & Investigative Services (BSIS) and will provide administrative support for the maintenance of training records for MCS D personnel.

Reporting to the Captain of Administration, the position's tasks are varied, at times task-oriented, at times project-oriented, and demands a high level of customer service. The successful candidate must demonstrate knowledge of the organization, policies, procedures, personnel, equipment, and attention to detail. Make routine administrative decisions and exercise independent judgment. The Logistics Sergeant will be responsible for auditing of various Security Department equipment and resources. Will maintain frequent contact with senior Security Department management, internal staff, contractors, and general contact with other levels of internal and external staff on behalf of the Security Department.

PRINCIPAL DUTIES & RESPONSIBILITIES INCLUDE:

The Logistics Sergeant will:

1. Complete all regular and ad hoc audits of Security equipment. Including but not limited to:
 - o Firearms

- Batons
 - Uniforms & equipment
 - Access Control System
 - Keys
 - Video Management Software, including cameras
 - Computer Aided Dispatch Software
 - Radio Equipment
2. Oversee the care and maintenance of security uniforms and equipment including:
 - Bikes
 - Carts
 - Radios
 - Cameras
 3. Process fulfill, and vet access control badge and key requests from other Music Center departments, resident companies and franchise companies.
 4. Process, fulfill, and vet security uniform and equipment requests received from other supervisors.
 5. Assist with the processing and fulfillment of Pay-for-Skills packets received from other supervisors.
 6. Identify needs for the continuing improvement of Security Department resources and make appropriate recommendations to Music Center Security Management.
 7. Participate in staff meetings as required.
 8. Maintain equipment maintenance records
 9. Evaluate the need for maintenance or repair of security equipment and schedule the repairs accordingly.
 10. Ensure that all repairs are completed in a timely manner.
 11. Participate in special projects as assigned by higher authority.
 12. Coordinate the return of lost items to rightful owners.
 13. Coordinate the proper disposition of all lost and found items consistent with MCSD policy.
 14. Conduct regular audits of lost and found inventory.
 15. Department liaison to BSIS for Guard Card and Firearm certifications.
 16. Responsible for the maintenance of training files and data for MCSD personnel.
 17. Perform other duties as assigned.
 18. Coordinate and assist with SOCC training, including the training and mentoring of SOCC trainees.
 19. Assist with video investigations as directed.

SKILLS, KNOWLEDGE, AND QUALIFICATIONS INCLUDE:

- Must have a 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.

ADMINISTRATIVE, LOGISTICS & OTHER QUALIFICATIONS INCLUDE:

Skill and confidence necessary to professionally and effectively represent The Music Center Security Department, both orally and in writing, in liaisons with Music Center Management; Music Center resident companies; the public; other Security Organizations; law enforcement organizations; contractors; and others as required on a business level.

Have a minimum of two (2) years previous Corporate Security, Public Safety or Law Enforcement experience.

Good knowledge of BSIS process for the issuance and renewal of Guard Card and Firearm permits.

Minimum of 1 year of administrative/clerical skills in operating a personal computer; Microsoft Office programs, email, typing and general office equipment knowledge.

Good knowledge and understanding of access control, ID badging, and CCTV camera operations.

Possess good customer service skills and be able to have positive interaction with the public, as well as give simple directions, and instructions under emergency situations.

Have good 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 staff; strong interpersonal skills including diplomacy, tact and confidentiality.

Have good time management and attention to detail.

Be able to work in all environments and in positions that may require prolonged standing or running.

Be able to work all shifts, including holidays and weekends as needed.

Must be highly dependable; **excellent attendance & punctuality** is required.

Candidates will be tested in their knowledge of basic MCSO security functions. A written test will be administered as part of the selection process.

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 per hour_this is a nonexempt full time hourly position;_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.

SCHEDULE: the days for this position are M-F, standard business hours; however, must be able to work weekends, holidays, and all shifts as needed by management.

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. Fully vaccinated is defined as 14 days after having received the 2-dose, or 1-dose COVID-19 vaccine and at least one booster dose. Newly hired employees must receive the COVID-19 vaccine no later than 60 days after hire. Unvaccinated new hires will be required to submit weekly proof of a negative COVID-19 laboratory test and submit to additional masking and social distancing requirements until they are fully vaccinated.

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. INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.

EQUAL OPPORTUNITY EMPLOYER

PLEASE NO PHONE CALLS OR WALK-INS