

**ALASKA CENTER FOR THE PERFORMING ARTS
JOB DESCRIPTION**

Title: **SECURITY/BACKSTAGE ASSOCIATE I**
Department: Physical Plant
Salary Grade: 3 (\$10.00-\$13.50)
Scheduled Hours: Evenings/Weekends
Full & Part Time Non-Exempt: X
Reports To: Security Officer II (Lead)

SUMMARY

The Stage Door Associate performs duties that ensure the safety and security of the Center, its staff, patrons, and presenters. Monitors alarm, surveillance, and HVAC systems. Makes physical check of building interior and exterior. Oversees security of dock areas. Deals with incidents such as disturbances, medical emergencies, and unauthorized entry. Maintains logs and activity records.

RESPONSIBILITIES AND DUTIES

- 1.0 Performs surveillance activities to safeguard the Center and its occupants and contents.**
 - 1.1 Makes physical checks of building interior and exterior for security and safety hazards; example: unlocked doors, ice, obstructions; reports conditions to management.
 - 1.2 Oversees security room; monitors surveillance, alarms, and HVAC systems. Maintains daily logs. Alerts appropriate staff persons and agencies in the event of emergencies. Provides reports to management.
 - 1.3 Responds to disturbance, unauthorized entry and medical emergencies. Assists fire, medics and other agencies to gain immediate entry. May perform CPR and provide first aid.
 - 1.4 Locks/unlocks building doors; secures facility after hours.

- 2.0 Oversees loading dock activities.**
 - 2.1 Issues and checks backstage passes of all personnel.
 - 2.2 Issues keys and distributes to event personnel.
 - 2.3 Issues equipment to temporary security staff and assigns duties.
 - 2.4 Checks parking area for unauthorized vehicles.

- 3.0 Greets visitors to the backstage area; receives deliveries and routes telephone calls.**
 - 3.1 Assists visitors; provides information; directs to appropriate departments.
 - 3.2 Receives deliveries of supplies and equipment; refers to departments.
 - 3.3 Routes messages from media, presenters, and family members to appropriate departments of individuals.

- 4.0 May turn equipment on and off as directed.**
 - 4.1 Turns on/off stage fans, light board, etc.

- 5.0 Perform other assigned duties.**

Accepted by _____ Date: _____
Security/Stage Door Associate

Accepted by _____ Date: _____
Lead Security Officer

Reviewed and approved by: _____ Date _____
Director of Physical Plant

ALASKA CENTER FOR THE PERFORMING ARTS
POSITION SPECIFICATIONS

JOB TITLE: SECURITY OFFICER GRADE: 3

High School graduation or GED required
Minimum of one year security training or equivalent experience two years experience preferred.
Ability to read, write and speak basic English.
Ability to use IBM compatible PC.
Maintain current first aid and CPR certification.
Ability to work independently .
Ability to respond to incidents and alarms in a prompt, disciplined manner.
Ability to deal tactfully with persons whose actions affect security.

PHYSICAL DEMANDS OF POSITION:

Stand, sit, and walk.
Stoop, kneel, crouch and climb.
Lift or move 50 lbs; occasionally move 100 lbs.
Ability to deal with irrational behavior of individuals, illness and injury.

Reasonable accommodation will be explored to enable persons with disabilities to perform essential functions of the job.

WORK ENVIRONMENT:

Working conditions may vary from dock area to lobby to building exterior. Exposure to possible violent individuals.

APPEARANCE AND DRESS:

As determined by management. Appropriate attire to the work environment.

ALASKA CENTER FOR THE PERFORMING ARTS IS AN EQUAL OPPORTUNITY EMPLOYER