

The
HANOVER THEATRE
for the Performing Arts

Position Title: **Security guard**

Department: **Operations**

Reports to: **Director of operations**

FLSA Designation: **Part Time, Non-Exempt**

POSITION PURPOSE:

The security guard provides security for the theatre during performances and conservatory classes as requested by the director of operations. They establish and maintain effective rapport with house management and customers to facilitate timely resolution of issues, concerns or problems.

ESSENTIAL FUNCTIONS:

1. Patrol interior and exterior of building to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
2. Monitor and authorize entrance and departure of employees, visitors, volunteers, and other persons to guard against theft and maintain security of premises.
3. Circulate among visitors, patrons, volunteers, and employees to preserve order and protect property.
4. Assist house management with guest disturbances.
5. Control and monitor bus, truck, and other production vehicle parking.
6. Provide additional security as deemed necessary by the production company.

SKILLS AND SPECIFICATIONS:

The employee must possess the following knowledge, skills and abilities and be able to demonstrate that they can perform the above responsibilities and essential functions to a high level of competency, with or without reasonable accommodation.

1. Ability to work nights and weekends with occasion weekday afternoons
2. Ability to stand and walk for the duration of the shift, up to 12 hours.
3. Ability to work under pressure in a fast-paced environment.
4. Ability to interact in a sensitive, courteous, and understanding way with members of a diverse community, including students, faculty, staff, volunteers, and the general public.
5. Ability to sustain a high level of confidentiality and professionalism.

OTHER ESSENTIAL FUNCTIONS:

1. Work independently and as a collaborative team member along with theatre staff in other areas as applicable and needed.
2. Upon employment, all employees are required to fully comply with The Hanover Theatre's rules and regulations for the safe and efficient operation of the company. Employees who violate company rules and regulations will be subject to disciplinary action, up to and including termination of employment.

EDUCATION AND QUALIFICATIONS:

1. High school diploma or equivalent.