



**Position Announcement: Security Officer**

**Jackson Convention Complex**

**JOB TITLE: SECURITY OFFICER**

**DEPARTMENT: EVENT SERVICES**

**REPORTS TO: SECURITY SUPERVISOR**

**FLSA STATUS: HOURLY, NON- EXEMPT**

**GENERAL DESCRIPTION**

- Reports to Security Supervisor. Works security shift as scheduled to monitor building and grounds and events when necessary. Assists Security Supervisor with monitoring and maintaining traffic control, parking, parking lots, T-Shirt and stage security. Assists Security Supervisor with establishing and maintaining a safe and efficient environment for the facility and its events.

**EXAMPLES OF ROUTINE RESPONSIBILITIES**

- Works security shift as deemed necessary for building and event safety, security, and awareness
- Makes necessary security walk-thru tours to monitor building and event security as deemed necessary
- Prepares work orders and incident reports as deemed necessary during work shift
- Makes recommendations for improvements and safety awareness.
- Assists general public during events and/or during work shift as deemed necessary in the interest of customer service
- Implement appropriate security and emergency policies and procedures during work shift
- Assists with maintaining effective working relationships with police, fire, EMS and other security personnel and/or safety organizations.
- Assists Security Supervisor and performs related work as required/assigned.
- Works during events as deemed necessary

**SPECIAL CHARACTERISTICS AND ABILITIES**

- Ability to maintain effective working relationships with lessees, employees, patrons and support organizations.
- Ability to exercise proper action and attitude in handling incidents, emergencies and demands of the event environment.
- Considerable knowledge of interpersonal relationships and customer service unique to the service industry.
- Ability to communicate in a clear and concise manner.

**EDUCATION AND EXPERIENCE**

- Minimum One year experience in private security, law enforcement or security related field.

SMG is an equal opportunity/affirmative action employer and encourages women, minorities, individuals with disabilities and protected veterans to apply.  
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