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Joshua M. Freeman  
FOUNDATION

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## **The Freeman Stage**

### Seasonal Security Guard Job Description

#### **JOB SUMMARY**

Security Guards are responsible for ensuring the safety of Freeman Stage patrons, employees, volunteers, artists and assets. Security Guards report directly to the Security Supervisor.

#### **RESPONSIBILITIES**

- Must be knowledgeable about The Freeman Stage, it's programs, venue policies and safety plan and be able to communicate information in a courteous manner
- Support Standards for Excellence accreditation, processes and other nonprofit accreditations that further the expertise and effectiveness of the Joshua M. Freeman Foundation
- Must possess intimate knowledge of the JMFF Crisis Communication Plan and communicate emergency procedures to patrons, employees, volunteers and vendors
- Secure premises and personnel by patrolling property, inspecting buildings, equipment, and access points prior to each performance
- Regulate and control access points by conducting metal detector screenings, inspecting bags and checking credentials
- Circulate throughout the venue to visually monitor event activities, preserve a safe environment and protect assets
- Highly responsive to emergencies in a fast paced, time sensitive environment.
- Complete incident reports by recording observations, information and occurrences; interviewing witnesses and obtaining signatures
- Address customer questions, concerns, feedback and suggestions in a timely and efficient matter while offering recovery solutions when necessary
- Assist with venue operations and artist load-in/load-out, as needed
- Other duties as assigned

#### **QUALIFICATIONS**

- Employees (Applicants) must be 21 or older
- Prior event security is preferred
- Good work ethic and the ability to work without close supervision is paramount
- Must be responsible, courteous and have good communication skills
- Must be able to problem solve
- Must be able to train and manage seasonal employees and volunteers
- Must be able to stand and walk for several hours at a time
- Must be able to lift up to 50 pounds
- Must be able to work a flexible schedule, including nights, holidays and weekends

#### **REQUIREMENTS**

- Must possess or obtain Delaware Alcoholic Beverage Server certification
- Must possess or obtain CPR certification
- Must successfully complete all required employment forms
- All staff are expected to remain professional at all times
- All staff are expected to adhere to and respect the Mission, Core Purpose and Vision of the Joshua M. Freeman Foundation.

#### **COMPENSATION**

Hours are event driven, including: nights, weekends and holidays. Wages to be determined upon hiring. All candidates for hire will be given a contingent offer letter that must be signed and returned. Offers of employment are contingent pending background check.

**Please send a completed application to Nick Sterrs at [nick@freemanfoundation.org](mailto:nick@freemanfoundation.org)**

*The Joshua M. Freeman Foundation is an Equal Opportunity Employer*