



TOWER THEATRE | PONYBOY

Job Title Security

Department Operations

Job Summary

Security Staff is responsible for safeguarding staff, patrons, performers, and contractors at Tower Theatre and Ponyboy. In addition to protecting the safety of persons, Security Staff are also responsible for protecting the building as a whole and the items within. Their primary duties include checking and admitting visitors into a building, patrolling the premises at regular intervals and responding to any distress calls and alarms.

Responsibilities and Duties:

- Assume overall responsibility for the safety and security of designated areas
- Patrol designated areas in accordance with outlined security procedures
- Identify potential security risks and respond accordingly
- Complete incident reports and required documentation for all security incidents
- Ensure all employees and visitors have proper credentials for accessing buildings (ID badges and passes)
- Respond to emergencies and incidents within designated areas promptly and according to policy
- Assist employees and visitors with any concerns they might have
- Escalate emergency situations to law enforcement as needed
- Monitor alarms and security cameras

Qualifications:

- Past experience in security or similar fields
- Customer service experience
- Availability to work evenings and weekends
- Adaptability to various event and guest needs
- Solution-minded approach to problem solving
- Positive attitude and drive to contribute to the welcoming environment Tower Theatre is known for providing
- Ability to work in high-traffic, noisy environments
- Excellent leadership and communication skills

Compensation: Part Time, contractor

Compensation Scale: \$15/hr

To Apply:

Email [hiring@towertheatreokc.com](mailto: hiring@towertheatreokc.com). Please include a resume or relevant experience, and use "Interview Request - Security" in the subject line.