



Position Announcement: Security Supervisor

Jackson Convention Complex

Jackson, MS

JOB TITLE: SECURITY SUPERVISOR
DEPARTMENT: OPERATIONS
REPORTS TO: DIRECTOR OF OPERATIONS
FLSA STATUS: HOURLY, NON-EXEMPT

Responsible for uniformed security, traffic control, parking, T-Shirt and stage security, EMS, fire and safety and emergency procedures. Coordinates with management regarding incidents including damage/injury to facility or patrons. All security-related staff report to the Security Supervisor.

MAJOR RESPONSIBILITIES:

- Evaluates existing policies and procedures and makes recommendations for improvements and safety awareness.
- Establishes and maintains effective working relationships with police, fire, EMS and other security personnel and/or safety organizations.
- Develops and coordinates training programs for regular and part-time employees to increase awareness of and maintain records as necessary.
- Prepares payroll and maintains records as necessary.
- Plans, organizes and directs the various personnel and functions required to establish a safe and efficient environment for hosting facility events.
- Recruits and maintains appropriate list of available staff and organizations to meet event requirements.
- Assists Operations Director and performs related work as required/assigned.
- Schedules, assigns and supervises security event staff.
- Handles complaints, disturbances or related problems with the public, staff or promoters. Investigates, reports and provides follow-up on incidents including damage/injury to the facility or individuals.
- Ability to establish and maintain effective working relationships with lessees, employees, patrons and support organizations.
- Ability to exercise proper action and attitude in handling incidents and demands of the entertainment environment.
- Considerable knowledge of interpersonal relationships unique to the service industry.
- Ability to communicate in a clear and concise manner, both orally and in writing.

QUALIFICATIONS:

- Graduation from a four-year accredited college or university with emphasis on law enforcement, public relations or related areas.
- Three years experience in law enforcement, risk management or similar areas.
Education and experience will be evaluated.

TO APPLY:

This position offers a competitive salary and benefit package. Resumes must include salary requirements for consideration and may be sent to dflippen@jacksonconventioncomplex.com.

SMG is an Equal Opportunity Employer M/F/D/V