

Security and Parking Coordinator

The primary responsibility of this position is to provide oversight to all venue and area safety concerns and coordinate parking for DPAC events. This is a part-time position with hours ranging from 6-30 hours per week. AVAILABILITY TO WORK WEEKENDS, EVENINGS, & SOME HOLIDAYS IS A MUST!

Hourly Pay Rate - \$25.00/hour

Office Hours – 9:00 am – 3:00 pm Non-Event Days (approximately 6 hours per week)

Event Hours – Approximately 4 Events per week 4:00 pm – 10:00 pm OR 5:00 pm to 11:00 pm for example with prioritization to 90% of concert and comedy events and opening night of Broadway.

RESPONSIBILITIES:

- Scheduling and invoice processing for off-duty Durham Police, SV-K9 Vapor Wake Dogs, Staff-1 Services (security sub-contractor)
- Conduct meetings and manage correspondence with operators of nearby parking facilities, City of Durham DOT, and with touring show security and management staff.
- Management of event access credentials, door access credentials, and other general security responsibilities and maintain a roster of passes issued, passes revoked
- Observation of overall safety and security practices and added coaching or assistance where needed with Staff-1 Services, off-duty Durham Police and SV-K9 vapor wake dogs
- Preparation of reports and interviews for any incidents involving disruptive guest(s), guest(s) removed from DPAC, or guest(s) suspected to be under the influence
- Observation and auditing of staff entry protocols, guest entry protocols, and cast & crew entry protocols
- Pre-event meetings with visiting tour staff and assistance with special high security-requests from visiting shows

ADDITIONAL RESPONSIBILITIES:

- Participate as member of DPAC Alarm Task Force and serve as first-responder to after-hours alarms as needed. (After hours is defined as 5 pm to am, Monday through Sunday). Applicant must have an iPhone 10 or higher and live within 25 miles of DPAC.
- Schedule show-by-show event security with Staff-1 Services and additional security related vendors including SV-K9 vapor wake dogs, off-duty police, and if added, any EMT services.
- Conduct monthly assessment of streetlights, road markings, signage and crosswalks and report any deficiencies to appropriate government agencies or property owners
- Work in tandem with DPAC's Facility Maintenance Manager and Information Systems Manager in troubleshooting or call-for repairs for DPAC door, motion, and camera security systems
- Serve as liaison with Durham Police Department and lead any DPAC in-house investigations related to thefts, property damage or acts of violence