

## Detroit/Symphony Orchestra/Max M. Fisher Music Center

### Job Description

**Classification:** SECURITY OFFICER (PART-TIME)  
**Department:** Safety and Security  
**Last Revision Date:** June 11, 2018  
**FLSA Status:** Non-exempt

#### General Description:

Maintains responsibility for patrols, investigations, public safety and safety inspection tasks related to the operation of the Detroit Symphony Orchestra/Max M. Fisher Music Center and related facilities. Provides personal safety services to staff employees, musicians, guest artists and conductors, customers and patrons of the DSO.

#### Specific Responsibilities:

- Insures that all exterior exits and service doors for The Max and related facilities are locked/unlocked according to hall operating schedule. Conducts patrols of facilities and grounds to assure the safety of DSO employees, patrons, visitors and physical assets.
- Provides security for the loading of equipment at The Max.
- Provides, as appropriate, escort services for the personal protection of DSO employees, visitors, customers and patrons between The Max, parking lots and other related facilities.
- Transports cash deposits/banks between The Max, Orchestra Place and other locations as specifically directed. Assists in the receipt and distribution of materials being delivered to The Max by outside services.
- Maintains service and use records for burglar and fire detection systems for The Max.
- As directed, conducts authorized special investigations relative to specific safety and/or security concerns.
- Assists in coordinating emergency medical and/or evacuation activities for The Max.
- As directed, completes and distributes incident reports involving personal safety and security of DSO employees, customers, patrons and physical assets.
- Maintains daily security log.
- Assists Hall maintenance staff where appropriate, in maintaining the general appearance of The Max and grounds and in removing snow and ice from sidewalks, parking lots, and driveways during inclement weather.
- Maintains keys, locks, radios and other equipment used by security staff.
- Performs other duties as assigned.

#### Position Qualifications:

High school graduate or equivalent. Associates degree in criminal justice or public safety preferred. Minimum two years experience in law enforcement, public safety or corporate security preferred or current pursuit of degree in criminal justice, security management, intelligence or related field.

**Physical/Mental/Environmental:**

PHYSICAL:           Sitting  
                          Standing/Running/Walking  
                          Lifting: Occasional Lifting of 25-35 lbs.  
                          Climbing: Must be able to climb stairs

MENTAL:           Interpreting, analyzing, facilitating, problem solving and composure in a stressful environment/situation

ENVIRONMENT:   Normal office environment  
                          Indoor/Outdoor environment  
                          Climate: Indoors/Outdoors in all types of weather

**Primary Reporting Responsibility:** Chief of Security

**Secondary Working Responsibility:** Director of Safety and Security, DSO