



**PERFORMING ARTS FORT WORTH, INC.
JOB POSTING**

Job Title: Safety Coordinator
Department: Safety and Risk Management
Reports To: Director of Safety & Risk Management
Status: Part-Time; Nonexempt
Date: August 2019

Performing Arts Fort Worth, Inc. is an Equal Opportunity Employer and conducts its recruiting and selection process to identify the best possible match for each open position.

Primary Functions:

The Safety Coordinator assists with coordinating the contracted Metal Detection Officers (MDO) for performances and events in Bass Performance Hall and the Maddox-Muse Center. Position helps ensure that all designated security areas are set up and maintained for events and performances as specified by the department's written procedures. The Safety Coordinator assists the Director and Assistant Director of Safety & Risk Management with Departmental duties as needed.

Education, Skills, & Experience Required:

Must be a high school graduate with two to four years' experience in customer service, and one to two years' experience in safety and risk management programs, including adherence to policies and procedures in a manner consistent with business and legal imperatives. Strong organizational and communication skills. Proficiency with Microsoft Office, Word, Excel, and Outlook. Keen attention to detail.

Demonstrated ability to interact professionally and diplomatically with a broad range of clients, both internal staff and external clients, including patrons, contract personnel, vendors and other business contacts. Must be able to handle issues using good judgment, sustaining composure and managing potentially stressful situations. Experienced in coordinating projects and reports. Ability to maintain confidential information and data.

Must hold and maintain a valid Texas driver's license.

Position Responsibilities

Key activities include but are not limited to:

- Coordinates contracted Metal Detection Officers (MDO) and serves as a liaison with the Safety and Risk Management Department.
- Ensures that all designated security areas are set up and maintained according to the Department's procedures prior to, during, and after performances and events.
- Conducts Front-of House Security Briefings with Head Ushers and MDO's.
- Conducts the MDO roll call and keeps attendance reports to ensure accurate invoicing.
- Prepares post-performance security report.
- Monitors doors, portals, and entrances as needed.
- Makes weekly intercom checks.
- Assists in inspection of all properties for safety protocols and issues.
- Assists in maintaining property-wide Emergency Procedures, including coordination of efforts during emergency situations.
- Maintains the strictest confidence of all confidential information.
- Performs other departmental duties as assigned.

Please Note: This job posting is not written to provide an all-inclusive listing of responsibilities and related activities. Job duties and assignments may change at any time with or without prior notice.

Work Environment and Physical / Mental Activities, Requirements and Demands Commonly Associated with this Position:

- Climate controlled office environment.
- Conducts periodical rounds throughout the company's facilities and grounds, which could involve some exposure to inclement weather.
- Regular scheduled work hours that may include some evenings and weekends.
- Exposure to computer screens; routine use of standard office equipment such as computers, telephones, calculators, photocopiers and fax.
- Standing, walking, sitting, climbing.
- Reaching, stooping, bending, crouching and kneeling.
- Ability to lift 25 lbs.
- Ability to push, pull or otherwise move objects.
- Clarity of vision, including close, distance, color, peripheral, and depth.
- Ability to bring objects into sharp focus.

If you are interested and meet the qualifications as noted in this job posting, please email your letter of interest and current resume to: careers@basshall.com or mail to Human Resources, Performing Arts Fort Worth, 330 East 4th Street, Fort Worth TX 76102 as soon as possible. Please note: No phone calls will be accepted or returned.