

Name: _____



The **Security Supervisor** assists the Director of Security in duties related to the protection, safeguarding and security of company assets, employees, invitees and others for the Broward Center for the Performing Arts and Parker Playhouse venues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Primary liaison between BCPA and all security vendors.
- Schedule and oversee security vendors for all events.
- Supervise contracted security providers (Excluding FLPD).
- Assist in training contracted security providers.
- Review security reports and alert the Director of Security of significant incidents.
- Schedule event security vendor staffing for all BCPA performances.
- Work with FLPD detail coordinator to schedule police staffing for events.
- Conduct performance evaluations of event and 24-hour security vendors (Excludes FLPD).
- Assist Director of Security with training drills and Emergency Response Plans.
- Assume additional responsibilities in the absence of the Director of Security.
- Assist Finance Dpt by facilitating security-related invoicing and payment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Superior communication/de-escalation skills.
- Skilled in Windows based programs.
- Flexible schedule to include nights, weekends and holidays.
- Communicate effectively in English verbally and in writing.
- Able to keep records and prepare reports
- Able to work effectively and positively in a team environment.

REQUIRED EDUCATION AND EXPERIENCE

- High School or High School Equivalent.
- 5 years of experience as a security officer with supervisory experience.
- Experience with fire alarm control panel systems.
- Experience with public emergency situations.
- Experience in a performing arts venue a preferred.

If you are interested in the opportunity, please submit your resume to securitysupervisorsearch@browardcenter.org.