

Position Description Form

Position Title: Security

Work Schedule: Variable | Monday – Friday, 5:00 pm-9:30pm, and Saturday 9:00 am – 9:30pm

Position Status: Part Time

As a local arts agency, CCC and Mayfair Art Studios provide grant funding and technical support for many of Spartanburg’s arts and cultural organizations and individual artists. As the leading entertainment destination in Spartanburg, CCC welcomes over 282,000 visitors to our community every year and hosts almost 400 programs and events open to the public. Seven Partner Organizations receive critical operating support through CCC’s annual United Arts Fund. During the past 20 years, Chapman (and its forerunners) has become the fourth largest arts organization in South Carolina and the 19th largest United Arts Campaign in America.

Primary Position Description

This is primarily a building security position. Begin work as the office closes during the week and as needed on weekends to monitor all activities to ensure safety of people using the facility and the buildings and grounds. Employee must be able to handle situations with a variety of people in a positive and helpful manner.

Description of Work / Primary Job Factors: *Describe the purpose of the job, and the major functions in which the employee participates or for which the employee is responsible.*

- Monitor people as they use the facility and parking lots-to ensure their safety and direct them to their proper studio space.
- Conduct regular rounds of the facility and parking lots to ensure a security presence.
- Keep track of building usage and ensure all lights turned out, doors are locked and secure before closing
- Maintain checklist of events and record attendance numbers daily on daily security report.
- Never engage in any type of confrontation, if there is any doubt about the situation always call 911, the police always want to be proactive to prevent incidents

Competencies

- Must have a basic understanding of technology and be able to walk the buildings and grounds during the course of work
- Must be able to lift 50lbs
- Ability to read, write, understand, and communicate in Spanish is a plus

To apply, please submit a resume to MAS Operations Manager, Alissa Heckel at aHeckel@spartanarts.org. Subject: MAS Security Application