



Security Guard (Part-Time)

About Us:

The St. George Theatre Restoration Inc, a 501(c)3 non-profit organization, is dedicated to the restoration of the theatre and the development as a cultural and performing arts center for Staten Island and all of New York City by providing community outreach, educational programs, and public performances. We are a 1,903-seat performing arts center, hosting concerts, musicals, comedy, dance, children/family shows, film rentals and community events.

Job Description:

Security Guards, unarmed, at the St. George Theatre will comply and enforce the St. George Theatre's Audience Code of Conduct, policies, and post orders. They are responsible for the protection, safeguarding, and security of assets, staff, patrons, and all visitors to the theater. Monitoring the facility and safeguarding the interior and external perimeter of the facility is expected at all times. This is a part-time position who reports to Head of Security at the St. George Theatre.

Major Duties and Responsibilities:

- Check for both photo ID and proof of COVID-19 Vaccination at the theater entrance.
- Oversee patrons walking through the touchless metal detector. All bags and personal items permitted to go through metal detector. Second screening for those who trigger a red light from the detector. Supervisor handles the second screening off to the side with the wand procedure and checking of bag.
- Enforce St. George Theatre procedures for building access at security check in and various posts.
- Monitor entrances and protect property from theft, sabotage, fire, violence, and accidents.
- Detain any visitors suspected to be involved in illegal activity while on St. George Theatre property and inform proper authorities.
- Work with supervisor to Investigate and write reports on accidents, incidents, suspicious activities, safety and fire hazards and other security related situations.
- Provide a level of customer service to help create an environment that is safe, engaging and inviting.
- Escort artists and personnel in and out of the theater as necessary.
- Disorderly conduct/violent behavior: security should immediately contact supervisor to respond to the area. Supervisor will determine course of action.
- Perform other related duties as assigned.

Minimum Requirements:

- High school diploma or equivalent required plus any Security/Law Enforcement experience preferred.
- Possession of a current Security Guard license valid in the State of New York.
- Good working knowledge of security operations, safety practices in a business environment and enforcement procedures.
- Ability to communicate effectively both orally and in writing with staff and the public.



- Strong customer service orientation/etiquette and ability to work well with diverse clientele.
- Ability to understand and follow standard operating procedures.
- Ability to make independent and good judgment decisions within proper policy and procedures.
- Professional manner and appearance required.
- Ability to adapt positively to frequently changing, fluid situations without the loss of efficiency or composure.
- Ability to stand for 4+ hours.
- Ability to lift 50lbs.

While performing the duties of this position, the employee is frequently exposed to:

- Standing for extended periods throughout the day at assigned posts, entrance, seating areas, stage areas, and backstage.
- Standing and patrolling outdoors under inclement weather (cold or warm temperatures, rain, or snow).

TO APPLY:

Qualified candidates should email letter of interest and/or resume to jobs@sgtr.org with the job title for which you are applying in the subject line. We thank all applicants for their interest. Only those selected for an interview will be contacted.