INDIANA STATE FAIRGROUNDS & EVENT CENTER

Job Posting

Title: Security Officer (full-time)

The Indiana State Fairgrounds is searching for a Security Officer to join its team in providing 24/7 security to the Fairgrounds campus. The ideal candidate will be professional, dedicated, customer-focused and able to adapt to the frequently changing uses of the Fairgrounds. For more information, please contact Human Resources at employment@indianastatefair.com. To apply for this position, please visit https://www.indianastatefair.com/p/about/employment1 and send the posted application and your resume to the email address above. The starting hourly pay range for this position is $16.00 - $19.00. **The shift for this position is Thursday through Sunday from 10:00pm to 7:00am.** Thank you for your interest.

Position Summary

The purpose of this position is to ensure the safety and security of guests, staff, and property of the Fairgrounds campus. This position will respond to incidents involving guests and staff, patrol the property to ensure its security, investigate complaints/crimes/accidents, respond to medical incidents and prepare incident reports used by the Fairgrounds and the Office of the Indiana Attorney General.

Essential Functions and Responsibilities

1. Patrol the grounds to ensure the security of buildings and other public areas. This includes securing buildings, gates, exterior spaces, and patrolling to protect guests, staff, and exposed assets.
2. Provide a positive guest experience when assisting guests or responding to and resolving incidents.
3. Respond to incidents and emergencies in a continuously changing environment.
4. Manage check-ins/check-outs for visitors to the Indiana State Fairgrounds RV Campground.
5. Work with Indiana State Police, Indianapolis Metropolitan Police, IEMS, and IFD when responding to incidents.
6. Respond to medical emergencies, provide first aid, and document injuries.
7. Investigate crimes, complaints, and accidents that occur on the Fairgrounds and prepare accurate written reports describing the events.
8. Conduct monthly fire extinguisher inspections on property.
9. Other duties as assigned by the Associate Director and/or Director of Safety & Security.

Skill Requirements

1. **Strong customer focus:** Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.

2. **Decisive in action:** Able to stand by a decision, despite second-guessing or disagreement from others; takes quick action when necessary; can assess a situation and make an optimal decision despite limited information.
3. **Excellent communication skills:** Able to clearly present information through the spoken or written word; reads and interprets complex information; talks with customers or clients; listens well.
4. **Excellent interpersonal relations:** Able to relate effectively to a wide range of people, personalities and demographics; is able to connect with others in a variety of circumstances so that they are able to feel a level of comfort and ease.
5. **Strong computer skills:** Able to use MS Word, Adobe Acrobat, Windows Explorer, and access the internet for online software required for writing reports.

Educational/Experience Requirements

- High school diploma or GED equivalent and two to four years of experience are required.
- Law enforcement experience preferred.

Job Complexity

This position requires a self-motivated candidate who can make decisions, knows when to call for assistance and to inform their supervisor of issues, resolves issues appropriately when possible, and diligently works to ensure the property is secure and staff and guests are safe.

Supervisory Responsibilities

None

Supervision Received

This position will receive routine supervision from the Associate Director of Safety & Security. Work is performed under general guidelines, procedures and rules. Supervisor occasionally reviews work to ensure completion.

*To apply for this position, please visit https://www.indianastatefair.com/p/about/employment1 and send the posted application and your resume to employment@indianastatefair.com. Thank you for your interest.