Security Office Personnel, Part Time

Thank you for your interest in working at BB&T Arena. Our business is seasonal and labor needs vary widely from week to week and event to event. For this reason, all of our part time positions are “as needed” and we cannot offer employees consistent schedules or a guaranteed number of hours per week.

**PLEASE NOTE:** This position is required to pass a background check.

**POSITION SUMMARY:**
BB&T Arena is looking for Part Time Security Office Personnel. Responsibilities include but are not limited to the following:
- Patrolling all areas of the property and parking lots, securing doors, ensuring the safety of all individuals on the premises
- Securing property during move in/out of all shows, concerts, events, etc.
- Conducts routine property walks throughout the facility
- Conducts inspections and audits to assure quality of service to personnel
- Interacts with the public and all levels of management and fellow employees
- Appropriately deals with “unruly” people
- Works independently, and judges and assesses situations for immediate response
- Responds to emergency situations
- All other duties and responsibilities as assigned

**QUALIFICATIONS:**
- High school diploma or GED required
- 6 (six) months to 1 (one) year of security experience preferred
- Ability to work with minimal supervision
- Strong customer service skills
- Valid driver’s license required

*****Must be able to work flexible hours including days, evenings, weekends and/or holidays as well as additional hours on an event by event basis.*****

**IMPORTANT:** For job consideration and online submission, please visit our website [www.thebbtarena.com](http://www.thebbtarena.com), click ARENA INFO and choose Employment Opportunities and click on the Application button.

**Recruiter:**
Tammy Fryman
HR Mgr./Executive Assistant
500 Nunn Drive
Highland Heights, KY 41099
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Ph: 859/292-2886
Fax: 859/442-2659

Applicants that need reasonable accommodations to complete the application process may contact Tammy Fryman directly at 859-292-2886.

*SMG is an Equal Opportunity/Affirmative Action employer, and encourages women, minorities, individuals with disabilities, and protected veterans to apply. VEVRAA Federal Contractor.*