



Event Security Operations Intern

General Duties and Responsibilities

- Assist the Manager of Security and Building Operations with day-to-day activities of the department.
- Create event security schedules in collaboration with Production and Programming. Develop post orders and guidelines.
- Coordinate with local police and fire marshal to ensure all public safety issues are addressed for each Bushnell event.
- Track invoices and work with Finance to ensure accurate coding and timely payment of associated expenses.
- Create training documentation and videos, including compliance requirements and standards for event security operations.
- Take minutes at event security meetings
- Maintain inventories of departmental equipment, radios, life-security equipment, AED's, access and key control and all security and safety equipment.
- Monitor general conditions of the building and public spaces. Coordinate with building management to ensure repair requests are completed in a timely and efficient manner.

Education and/or Experience

- Coursework in criminal justice, law enforcement, security and/or public safety
- Working toward a bachelor's degree in a related field
- Experience in performing arts or entertainment is a plus
- Knowledge and understanding of Excel spreadsheet functionality
- Knowledge of Vision is a plus
- Excellent written and verbal communication skills
- Attention to detail
- Commitment to safety
- Strong execution skills with the ability to meet deadlines

Interested candidates should apply to jobs@bushnell.org.