



**KENTUCKY
EXPOSITION CENTER**

937 Phillips Ln
Louisville, KY 40209
Phone: 502.367.5000

**KENTUCKY
INTERNATIONAL
CONVENTION CENTER**

221 S Fourth St
Louisville, KY 40202
Phone: 502.595.4381

www.kyvenues.com

PUBLIC SAFETY OFFICER

Salary: Commensurate with experience

Work Address: Kentucky International Convention Center
221 S. 4th St., Louisville, KY 40202

Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – work with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, and the North American Championship Rodeo.

Kentucky International Convention Center:

The Kentucky International Convention Center (KICC) is located in the heart of Downtown Louisville and hosts a full calendar of major conventions, conferences, expositions and private events. KICC reopened in late 2018 after a \$207 million renovation yielding a multitude of eco-conscious designs and pre-function spaces featuring modern glass facades overlooking the cityscape. The facility boasts 200,000 square feet of Class A exhibit space and 52 adaptable meeting rooms.

Kentucky Venues is governed by the Kentucky State Fair Board.

Work schedule can include evenings, weekends and holidays as required. Benefits include health, dental and vision insurances, life insurance, paid personal and sick leave, state employee pension and free parking.

Description:

The Public Safety Officer is responsible for daily rover patrol as a means to maintain facility security and general public safety in and around the facility and its two adjacent parking garages.

WE SET THE STAGE. YOU STEAL THE SHOW.



Essential Functions:

- Conducts daily rounds of all facility areas including its two adjacent parking garages.
- Remains consistently visible in pre-function spaces and other common areas to deter trespassing and property damage and to enhance the general level of public safety.
- Opens and secures facility points of access and supports operation of the parking garages based on event schedules.
- Sustains a comprehensive knowledge of all property areas and their references including leasable venue spaces, overhead doors, parking garages, employee access areas, department offices, property lighting and facility points of access.
- Sustains a current knowledge of all facility policies, particularly regarding safety and egress procedures, parking, vehicle access permission and supports officers and event and operations staff in maintaining guest adherence of policies.
- Responds to emergency situations in accordance with EAPs in place, including, but not limited to, investigating incidents, administering aid to employees and guests and communicating with authorities if accelerated assistance is necessary.
- Monitors and operates facility cameras and alarm systems, reporting unusual and adverse activity accordingly.
- Maintains a current awareness of the facility event calendar and event memo directives and works with Event Managers and Operations staff to ensure appropriate access to facility areas and that the appropriate security protocol is in place.
- Adheres to organizational core values and service expectations.
- Addresses guest inquiries and concerns in a courteous and professional manner.
- Performs relative duties and manages other responsibilities as assigned.

Physical and Mental Demands (must be met with or without reasonable accommodations to perform essential functions):

- Occasionally remains stationary at a workstation to operate a computer.
- Regularly operates office devices including some or all of, but not limited to, the following: calculators, telephones, copy and fax machines and printers.
- Frequently moves about multiple acres of facility space including traversing stairs, ramps, escalators and elevators, maneuvering through heavily occupied spaces and running to immediately and quickly respond to urgent and emergency situations such as crowd evacuation, assisting in the movement of immobilized persons and addressing disorderly, dangerous or criminal conduct.
- Occasionally moves objects weighing up to 25lbs.
- Consistently functions and works within a moderate-to-high pressure event-driven environment, according to a stringent schedule.

Work Environment and Hours of Work:

- Event facility setting with moderate-to-high noise levels where event functions and facility maintenance are taking place as well as an office setting with minimal-to-moderate noise levels.
- Contingent on staffing requisites and event scheduling, works a varied schedule consisting of weekday hours, evenings, late nights, early mornings, weekends and holidays.
- Contingent on department staffing requisites and event scheduling, occasionally works more than 40hpw.
- Regular exposure to hot, cold and humid climates and various weather conditions to accomplish rover patrol of outdoor property areas.
- Limited exposure to high-allergen and other atmospheric elements including some or all of, but not limited to: livestock and other animals, hay, dirt, dust, and exhaust fumes.

- Limited exposure to event production elements and applications including some or all of, but not limited to: use of heavy and specialized tools, moving vehicles and mechanical equipment, working at above ground heights using ladders, lifts or other elevating devices, and direct contact with chemicals.

Direct Reports:

NA

Knowledge, Skills and Abilities:

Knowledge of:

- Equipment, policies, procedures and strategies to promote effective security operations for protection of people and property.
- Event industry common practices and operational characteristics of facility management, crowd management and public assembly.
- Organizational and facility policies, procedures and strategies to realize effective and safe operations.
- Customer and guest service best practices and executing excellent service delivery.

Skilled at:

- Actively listening – giving full attention to what is being said, understanding points being made and asking questions for clarification.
- Conveying clear and concise messages in person, by two-way radio, by phone, and by email.
- Recognizing and responding to sensitive information and urgent matters effectively, but as discreetly as practicable.

Ability to:

- Conduct self in a professional and composed manner and function effectively in moderate to high-pressure situations.
- Achieve established objectives with minimal guidance and supervision.
- Apply general guidelines or directives to specific scenarios or challenges to yield sound results or solutions.
- Understand written and spoken English language.
- Understand written sentences and paragraphs in work-related documents.
- Make inferences from observed behavior and non-verbal communication.
- Perceive when something is wrong or anticipate when something is likely to go wrong.
- Operate a computer and other office devices including, but not limited to, calculators, telephones, copy and fax machines and printers.
- Bend, stretch, twist, reach, stoop, crouch and otherwise move to perform assigned duties.
- Work collectively as a team member and complete tasks working individually.

Education and Experience:

- Education resulting in ability to perform essential functions and yield and apply the noted knowledge, skills and abilities; high school diploma or equivalent is preferred.
- Experience in security or public safety operations in a convention center or other public assembly facility is preferred.

Additional Requirements:

- Applicants of and employees filling this position may be required to submit to a background check.
- Kentucky Venues adheres to Kentucky Healthy at Work guidelines. Currently, state employees and guests are required to wear a face covering over their nose and mouth inside state facilities and in state vehicles with more than one passenger.

Application Process:

Interested applicants should email a letter of interest, a résumé and three references to:

Michael King, Public Safety Manager
Kentucky International Convention Center
Michael.King@kyvenues.com

The subject line of the email shall state “Public Safety Officer Vacancy”.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.