



Public Safety Officer

Job Type: Part-time, work less than 1200 hours per year
Salary: \$15.95 hour
Work Location: Kentucky Exposition Center, 937 Philips Lane, Louisville, KY 40209
Kentucky International Convention Center, 221 South 4th Street, Louisville KY 40202

Organizational Summary:

Kentucky Venues operates the Kentucky International Convention Center (KICC) and the Kentucky Exposition Center (KEC) to serve regional, national, and international clients while promoting the progress of the Commonwealth and advancing Kentucky's agriculture and tourism industries and economy. We produce six signature events that bring those from around the world to Kentucky. These events promote the pride and progress of the agricultural industry and affirm our agency's commitment to improving rural and urban understanding. Kentucky Venues is governed by the Kentucky State Fair Board.

Employee Benefits:

Part-time positions are a great flexible way to earn extra money by working days, nights or weekends during shows and events. Employees receive free parking at both facilities and employee discounts on some shows, electronics, travel and lodgings and access to an Employee Assistance Program (EAP).

Position Summary:

Public Safety Officer will provide public safety and ensure operational efficiency for guests and clients, maintain a comprehensive incident reporting system, and manage lost and found operations across both properties.

Essential Functions (must be able to execute with/without reasonable accommodation):

General duties performed in order to accomplish position objectives; inclusive of how and frequency of which they are performed including but not limited to:

- Take investigative and incident reports
- Managing door access and building entry
- Perform traffic control operations at Kentucky Exposition Center
- Maintain a 24/7 presence at each facility to safeguard the buildings and monitor fire apparatus
- Responsible for opening and closing the Convention Center and parking garages based on event schedules which includes traffic direction
- Secure facility in the event of emergencies, investigate accidents, administer aid, and contact authorities for additional assistance
- Provides customer service and directions to guests
- Works with Sales and Events Managers to ensure building/show public safety measures are in place for events
- Performs relative duties and manages other responsibilities as assigned

Direct Reports: There are no positions that report to this position.

Physical Demands, Work Environment and Hours of Work:

Must be able to execute with/without reasonable accommodation.

- Must be able to communicate in person with staff, management, clients, and patrons via face-to-face interaction, 2-way radio and telephone
- Must be able to traverse facility space, including stairs, ramps, escalators/elevators, and heavily occupied spaces
- May need to lift and carry objects up to 50 lbs., including traffic cones, signs, and barricades, repeatedly throughout the shift.
- Consistently uses near/far/peripheral vision, exerts muscles and coordinates body to safely maneuver facility equipment including table/chair racks, stage pieces, vacuums, scrubbers, forklifts, high-lifts, and front-end loaders

- Consistently functions effectively in a high-pressure environment, according to a stringent schedule
- Office and event facility settings with moderate/high noise levels
- Must be able to work a varied work schedule including weekdays, evenings, late nights, early mornings, weekends, and holidays, contingent upon event scheduling; may work more than 40hpw
- Exposure to varied climates and elements including livestock, hay, dirt/dust, and exhaust fumes

Requirements for position (minimum Education Level, Years of Experience and Specialized Abilities):

An equivalent combination of education and experience may be substituted.

- Must be 18 years of age
- High school diploma or equivalent
- At least two (2) years of building/event security or public safety preferred
- Knowledge of proper 2-way radio transmission procedures and basic computer use preferred
- Must submit to background check
- Must be eligible to work in the United States

To Apply:

Complete an application at kyvenues.com/apply or email a letter of interest, résumé and professional references to HR@KYVENUES.COM.

Kentucky Venues is an equal opportunity employer. Kentucky Venues 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.