



## Public Safety Officer

**Job Type:** Part-time, work less than 1200 hours per year  
**Salary:** \$16.35 per Hour  
**Work Location:** Kentucky International Convention Center, 221 South 4<sup>th</sup> Street, Louisville KY 40202

**\*\*SEEKING INDIVIDUALS TO WORK: midwatch shift of 3pm-1130PM**

### 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:

Civilian Security Personnel Officer helps maintain a safe and secure environment for guests, clients, and staff across our facilities. This position plays a critical role in supporting daily operations, ensuring public safety, and delivering a positive guest experience during events and regular operations.

### 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:

- Communicate in person with staff, management, clients, and patrons via face-to-face interaction, 2-way radio and telephone.
- Monitor and control building access points, always ensuring authorized entry.
- Respond to incidents and complete detailed investigation and incident reports.
- Maintain a continuous security presence to safeguard facilities and monitor fire systems.
- Open and close buildings and parking garages in alignment with event schedules
- Respond to emergencies by securing areas, administering basic aid, and coordinating with emergency services.
- Deliver excellent customer service by assisting guests with directions and information.
- Collaborate with Sales and Event Managers to support event safety and security planning.
- Manage lost and found operations.
- KEC specific -Provide traffic control and direction during events at the Exposition Center
- 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.

- Office and event facility settings with moderate to high noise levels.
- Will have to traverse facility space, including stairs, ramps, escalators/elevators, and heavily occupied spaces, lift

objects up to 50lbs independently.

- Varied work hours include weekdays, but during months of in-house events, work hours may include evenings, late nights, early mornings, weekends, and holidays, working more than standard hours depending on business needs.
- Exposure to varied climates and elements including livestock, hay, dirt/dust, and exhaust fumes, moving vehicles, mechanical equipment, and cleaning chemicals.

**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 & eligible to work in the Unites States
- At least two (2) years of building/event security or public safety, knowledge of proper 2-way radio transmission procedures and basic computer use.
- Must submit to background check.

To apply: [Kentucky Venues Job Application](#)

*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.*