



## ACCESS CONTROL ATTENDANT

**Job Type:** Part-time  
**Salary:** \$13.65 per hour  
**Work Location:** Kentucky Exposition Center, 937 Philips Lane, Louisville, KY 40209

### 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:

An Access Control Attendant is responsible for managing entry points to Kentucky Venues property, ensuring only authorized personnel, visitors, and vendors enter while providing customer service and accurately collecting entrance fees when applicable.

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

- Serves as the first point of contact to provide directions, address inquiries, provide directions, information, and professionally manage traffic flow at entry.
- Monitor entrance points, check identification, and operate gates, barriers, or security equipment.
- Authenticate credentials and monitor entry/exit points for employees, visitors, and contractors.
- Calculates total parking and/or entrance fees using point of sale equipment.
- Collects cash and electronic payments including returning change due for cash transactions.
- Report, document, and respond to suspicious behavior, unauthorized access attempts, or alarms.
- 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.

- Convention and exposition center with high traffic flow
- Physically able to stand, walk, maneuver and reach into vehicles for duration of shift
- Traverse facility space, including roadways, steps, ramps, escalators/elevators and heavily occupied spaces
- Varied work hours available including weekdays, evenings, late nights, early mornings, weekends and holidays.
- 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 able to pass a Pre-employment math exam to evaluate proficiency in quantitative abilities
- Must be 18 years of age
- Must submit to background check
- Must be eligible to work in the United States

### To Apply:

Complete an application at <https://kyvenues.com/apply-online>

*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.*