

# JOB LISTING

## Indiana Convention Center

**JOB TITLE:** Security Assistant (Part-time)  
**Reports To:** Security Manager and ICC Security Coordinator

**Overview:** The duties of the position are to assist the Security Manager and Security Coordinators in all matters of security as it relates to the Indiana Convention Center and/or Lucas Oil Stadium. Training is informal, with the staff regarded as friendly and helpful mentors. The successful candidate will be scheduled to work approx. 24 hours week with a maximum of no more than 48 hours within any two week pay period. This position will support events that include Trade shows, conventions and sporting events.

### **Duties:**

- Work with both ICC and LOS security coordinators
- Assist with key core replacements for all events
- Manage parking pass distribution
- Attend security meetings
- Work with Security coordinators to ensure security measures are in place and staffed per security matrix
- Act as a liaison between Security Manager, Security Coordinators, Safety Coordinator, Event Coordinators, Staff guards and dispatch
- Evaluate events and provide feedback
- Review post event plan with security team and note any necessary changes to the event for future use
- Update security event security file with approved changes

### **Additional Duties**

- Respond to request for CCTV recordings
- Assist with Dock Training at ICC
- Work with security management and guest services.
- Other duties as assigned by Security Manager and Security Coordinators

**Timeline:** Resumes/Applications should be submitted by October 5, 2018.

### **Miscellaneous:**

- Flexibility on days and hours available. Event Weekends are a MUST
- Basic computer skills needed (Microsoft Office, Excel, Word & PowerPoint)
- Good communication skills

**Anyone interested in applying for this position should submit a resume and cover letter to the Human Resources**

Address:  
Human Resources  
Indiana Convention Center & Lucas Oil Stadium  
100 South Capitol Ave  
Indianapolis, IN 46225

**OR**

Email:  
[jobs@icclos.com](mailto:jobs@icclos.com)