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# THE SHED

## **Job Description: Security Supervisor**

### **About The Shed**

Opening April 5, 2019, where the High Line meets Hudson Yards on Manhattan's west side, The Shed commissions original works of art, across all disciplines, for all audiences. From hip hop to classical music, painting and sculpture to literature, film to theater and dance, The Shed will bring together leading and emerging artists and thinkers from all disciplines under one roof. The building—a remarkable movable structure designed by Diller Scofidio + Renfro in collaboration with Rockwell Group—physically transforms to support artists' most ambitious ideas. Committed to nurturing artistic invention and bringing creative experiences to the broadest possible audiences, The Shed, led by Artistic Director and CEO Alex Poots, is a 21st-century space of and for New York City.

### **About the Position**

The Shed seeks a Security Supervisor responsible for supporting the Security Manager in establishing and overseeing security personnel and protocols for all facility, gallery, and event spaces. This position assists in the management of the security command center, including the operation of surveillance camera systems, access controls, safeguarding of museum assets, executive protection, and security procedures for public assemblies and high-profile events.

Reporting to the Security Manager, the Security Supervisor will assist in implementing new operational standards, supervising daily security functions, and coordinating with the various in-house departments for the successful hosting of events and dynamic programming.

### **Key responsibilities include, but are not limited to**

- Works with the Security Manager in leading the security team through the development, training, documentation, and implementation of operational policies, standards, and procedures
- Responsible for the maintenance and operation of security, radio, communications, and access control systems, including the digital storage and retrieval of camera surveillance footage
- Conduct quarterly audits on security equipment to ensure accountability
- Works with the Security Manager with contract security personnel, monitoring uniform and equipment requirements, updating and analyzing posts, and maintaining logs of deficiencies and discipline
- Prepare and post schedules to ensure Command Center and event coverage and verify all payroll and contractor invoicing
- Assist in conducting investigations, both internal and external, and provide reports of incidents and loss or damage of property
- Support cross-functional cooperation and communication with the Production, Special Events, Ticketing, Curatorial, and Programming departments
- Assist in the evaluation and supervision of all security operations, including planning and research and providing review and recommendations of alternative methods and improvements

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- Works with the Fire Safety Director in maintaining safety standards
  - When directed, assist in the updating and maintenance of building-specific security and operational procedure manuals

#### **Qualifications and Qualities**

- Minimum five years of progressive experience in facility security services with two years in a supervisory role. Experience working in NYC arts, performance, museum, cultural, and entertainment venues strongly preferred
- Thorough knowledge of security protocols, emergency preparedness, asset protection, event operations, surveillance, and access management systems in public assembly venues
- Requires night, weekend, and holiday work with 24-hour availability for emergency responses
- Strong knowledge and effective oversight in complying with OSHA, NFPA, and local building codes
- Excellent interpersonal, oral, and written communication skills with proven leadership, organizational, and analytical abilities
- Able to handle multiple projects simultaneously and manage priorities in fast-paced and high demand situations while remaining extremely professional and customer-service oriented
- Be in possession of a NYC Fire Guard License (F0-06), and be in possession of or be able to attain a NYC Fire Safety Directors Permit within 60 days of employment
- Strong interpersonal and communication skills (written and verbal English)
- Basic computer skills, including Microsoft Office applications and email
- Ability to multi-task and perform under pressure
- Ability to establish and maintain working relationships with building personnel, guests, visitors, clients, and vendors
- An understanding of all the rules of law and the relevant penal codes
- Must have strong teamwork etiquette
- Must be able to adapt to changes in assignment per event
- Must maintain a high standard of grooming
- Ability to maintain visitor, staff, and company confidentiality
- Tasks are performed with moderate supervision

#### **Work Environment**

This job operates in a public assembly facility and professional office environment. Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate with other departments and exchange accurate information; operate a computer and other office productivity machinery; and move about the workplace. The employee should have the ability to lift, carry, push, and/or pull up to 50 pounds and must be able to walk/stand and climb stairs for more than 4 hours. Talking, hearing, walking, running, and vision activities occur continuously.

#### **Compensation**

Compensation will be commensurate with experience. Please provide salary requirements with your application.

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### **Application Process**

Interested candidates should submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name. All submissions should be emailed to [hr@theshed.org](mailto:hr@theshed.org) with "Security Supervisor" in the subject line. Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.