



## **POSITION DESCRIPTION**

TITLE – Security Specialist & Safety Manager

DEPARTMENT - Operations

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### **POSITION SUMMARY**

The Security Specialist & Safety Manager oversees The Muny's security operations, conducts security and safety audits, establishes security strategies, communicates safety protocols to staff, conducts security and safety trainings, and coordinates with outside contractors and external parties. They report directly to the Director of Operations. This position requires both supervisory work and hands-on activity. The ideal candidate has high situational awareness and is an independent thinker with the ability to listen, solve problems and collaborate with other team members.

### **ENTRY QUALIFICATIONS**

- 5+ years previous experience with security management serving in roles such as security supervisor, security consultant, law enforcement, military police, or related positions
- Degree in Criminal Justice, Security Management, Emergency Management, Business Administration or related field a plus
- Proficient with standard computer applications such as Word, Excel, Outlook, etc.
- Comfortable standing or walking for long periods of time

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Act as Emergency Coordinator as part of the Emergency Response plan
- Conduct risk assessments
- Review/revise Emergency Response Plan/procedures on an annual basis
- Evaluate and implement security protocols
- Evaluate and implement employee safety protocols
- Evaluate security technologies and develop objectives to keep up to date; Recommend new security technologies
- Communicate security and safety policies to Muny staff
- Provide in-house training on safety and emergency response procedures (pre-season orientations) to full-time staff and seasonal teams
- Coordinate safety training with external vendors (AED/CPR, Active Shooter, etc.)
- Coordinate (contracts, schedules, staffing, etc.) and supervise Muny security personnel, as well as security vendors and contractors
- Coordinate annual security evaluations with outside contractors and external agencies
- Monitor events, trends, and alerts in and around Forest Park that may impact The Muny's operations

- Coordinate vehicular traffic flow efforts with Park Rangers, SLMPD, parking staff and secondary police coverage teams
- Monitor and evaluate pedestrian traffic flow throughout the campus, providing feedback regarding restroom lines, security lines, concession stands, etc. to House Manager, Director of Food and Beverage, etc.
- Provide security coverage for rehearsals, auditions, workshops, and special events
- May investigate security and safety incidents

#### **POSITION TYPE, LOCATION, WORKING CONDITIONS AND HOURS**

- This is a full-time year-round salaried position
- The Muny is in St. Louis, Missouri
- The Muny campus is comprised of both indoor and outdoor spaces, therefore some tolerance to a variety of weather conditions is expected. A moderate degree of physical ability is also associated with the position. Because of the nature of The Muny's operation, responsibilities may include daytime hours, evening hours and weekend shifts depending on the time of year.
- The Muny General Offices are open year-round, Monday through Friday, from 9AM to 5PM; however, actual working hours will vary according to operational needs, and the business and production cycles of The Muny. Flexibility, evening and weekend work required.

#### **KEY RELATIONSHIPS**

- President & CEO
- Director of Operations
- Operations Associates
- Events & Experience Manager

#### **TO APPLY**

Please contact Human Resources Associate Tonya R. Young at [tryoung@muny.org](mailto:tryoung@muny.org).

#### **About The Muny**

Celebrating its 108th Season in 2026, The Muny is America's oldest and largest outdoor musical theatre. Every summer, The Muny produces seven full-scale musical theatre productions. The theatre has 11,000 seats including 1,500 free seats per performance. The Muny is a 501(c)3 nonprofit organization.

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