



INDIANA STATE
FAIRGROUNDS
& EVENT CENTER

Job Posting

Title: Public Safety Event Coordinator

*For more information on this full-time benefited position, please contact Human Resources at (317) 927-7508 or email employment@indianastatefair.com. To apply for this position, please visit <http://www.indianastatefair.com/employment> and send the posted application and your resume to the email address above. The salary range for this position is \$35,000 - \$38,000 annually. Thank you for your interest.

Position Summary

This position is responsible for implementing and supervising emergency management, safety and security operations for the ISFC during events. The Public Safety Event Coordinator is responsible for supervising safety and security staff and for addressing and mitigating emergency management, safety and security concerns during event and non-event operations. This role will have participation in executing and achieving strategic departmental goals. This position is scheduled Thursday through Monday and is a salaried position.

Essential Functions and Responsibilities

1. Identifies staffing needs and schedules safety and security employees and contractors for ISFC operations during event and non-event periods
2. Disseminates information to staff regarding post orders, revisions and daily event needs.
3. Responsible for working as a member of the event management team in support of events at the ISF&EC by conducting event inspections/meetings, identifying and addressing safety and security issues and supervising weekend and overnight safety and security personnel.
4. Responsible for ensuring safety and security operations are always show ready. Responsible for working as a team member with other departments to assist in ensuring the ISF&EC is show ready at all times.
5. Participates in the development of security standard operating procedures; assists the Safety and Security Manager in training safety and security staff on all routine procedures and documentation requirements.
6. Responsible for conducting regular evacuation training and drills for ISFC employees.
7. Assists in the design, development, implementation and maintenance of a NIMS-compliant Emergency Operations Plan (EOP) for the ISFC.
8. Responsible for administrative duties related to employees, contract staff and Safety and Security Office operations such as timecards, camping registration, EAPs, vendor meetings, incident reports/summaries and event invoices.
9. Assists the Director and Manager of Safety and Security in the planning, management and implementation of emergency management, safety and security operations for the Indiana State Fair.

10. Assists the Director and Manager of Safety and Security in the planning, management and implementation of emergency management, safety and security operations for non-state fair events and regular business operations of the ISFC.
11. Assists the Director and Manager of Safety and Security in identifying, developing and implementing strategic projects to improve safety and security services on the property.
12. Functions as a leader in the absence of the Director and Manager of Safety and Security.
13. Maintains Safety and Security Office equipment and materials, performs inventories, ensures fire extinguisher inspections (monthly/annual) are completed and coordinates with the Director and Manager to address deficiencies and recommend purchases.
14. Other duties and projects as assigned by the Safety and Security Manager or Director of Safety and Security.

Skill Requirements

1. **Strong customer focus:** Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
2. **Excellent communication skills:** Able to clearly present information through the spoken or written word; reads and interprets complex information; talks with customers or clients; listens well.
3. **Strong ability to prioritize:** Able to use sound judgment in evaluating the relative urgency of various issues; appropriately classifies in terms of time sensitivity, impact, complexity, importance, etc.
4. **Strong ability to plan:** Able to manage multiple projects; determines project urgency in a meaningful and practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks.
5. **Excellent interpersonal relations:** Able to relate effectively to a wide range of people, personalities and demographics; is able to “connect” with others in a variety of circumstances so that people are able to feel a level of comfort and ease around that person.
6. **Understanding of policies and procedures:** Able to act in accordance with established guidelines; communicates and enforces organizational policies and procedures; recognizes and constructively conforms to unwritten rules or practices.
7. **Technological savvy:** Able to quickly learn and understand technical aspects of the position; embraces technology; able to transfer manual functions to computerized systems; able to learn and use safety and security equipment such as surveillance video system and others.

Educational/Experience Requirements

- Bachelor’s degree in a related field preferred.
- Related experience in security training, law enforcement, public safety, or emergency management required.
- Certified to administer CPR & AED or ability to obtain certification.
- Demonstrated knowledge of the National Incident Management System (NIMS).
- Demonstrated knowledge of OSHA, ANSI, and NFPA guidelines and standards preferred.

Job Complexity

This position requires substantial judgment and analytic ability requiring somewhat complex calculations, organizing information for reports, and solving problems.

Supervisory Responsibilities

This position assists with supervision over ISFC employees and contract security officers year-round. This position has direct supervision over the Public Safety Event Staff and firewatch contractors. During the Fair, the position additionally assists with supervision of seasonal employees and the department's interns.

Supervision Received

This position will receive general direction from the Safety and Security Manager, who will establish very broad goals. The employee participates heavily in setting work objectives.

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