POSITION: Security Event Coordinator  
DEPARTMENT: Security  
REPORTS TO: Security Systems Manager  
FLSA STATUS: Salaried- Exempt

Summary
ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Security Event Coordinator at the McCormick Place Convention Center. The Security Event Coordinator will liaison with our internal Event Management Department as well as the external Show Organizers to ensure safety and security protocols are in place for each event occurring at McCormick Place. In doing so, this position is responsible for receiving, appraising and maintaining the required event security plans from each Show Organizer and administering the campus-wide Parking/Dock Access Program.

Essential Duties and Responsibilities
• Liaisons with Event Management and Show Organizers to ensure a safe and secure environment for all McCormick Place visitors and attendees.
• Oversees the preparation and distribution of security planning materials.
• Establishes a tracking system for the timely receipt of Event Physical Security Plans from Show Organizers as required in the facility lease agreements.
• Liaisons with Show Management, Third Party Security Providers and Event Management Department regarding event security planning, facility requirements and industry best practices.
• Establishes quality control measures to ensure security plans are submitted correctly and e –filed in the event business management software (EBMS).
• Ensures that staffing needs for exclusive services (EMS, K9, etc.) have been provided to appropriate entity for scheduling purposes.
• Maintains oversight of the Parking/Dock Access Program.
• Ensures compliance of pass requests, issuances and tracking.
• Assists with event risk assessments.
• Assists with the ID Office when necessary.
• Prepares materials for McCormick Place Security Department.
• Performs other work-related duties as assigned.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
• Bachelor’s Degree related field preferred or equivalent years’ work experience.
• Two (2) years security experience preferably in a similar environment.
Skills and Abilities

- Ability to effectively communicate with external and internal stakeholders.
- Possess excellent written, verbal and interpersonal skills.
- Excellent problem solving and organizational skills.
- Ability to work independently, exercising good judgment and initiative.
- Professional in appearance and actions.
- Superior customer service.

Computer knowledge
To perform this job successfully, an individual should be proficient in all Microsoft Office Suite programs.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long hours, use hands to handle files, type and operate office machines; to talk and hear on the telephone. Specific vision abilities required by this job include close vision to handle office correspondence.

Hours of Work and Travel Requirement
Must be able to work a flexible schedule. No travel required.

Note
The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Please use the below link to apply.

External Candidates:

Internal Candidates:
https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000803814806#/ 

Recruiter - Stella Butera
McCormick Place – ASM Global
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.
ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

We will only accept applications from 12-10-21 to 12-24-21