

## AMERICAN FILM INSTITUTE JOB DESCRIPTION

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**POSITION:** Campus Security Officer  
**DEPARTMENT:** Security Operations  
**LOCATION:** Los Angeles Campus

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### **ABOUT THE AMERICAN FILM INSTITUTE**

The American Film Institute (or AFI Campus) is located at 2021 North Western Avenue in the Los Feliz/Hollywood area. AFI is a nationally accredited post graduate film school dedicated to educating the next generation of storytellers, providing leadership in film, television and digital media.

The AFI Campus has four (4) main buildings and five (5) office trailers on 8.5 acres of land that the Security team members are responsible for patrolling. All work and patrol duties are performed on the AFI Campus.

### **ABOUT THE POSITION**

AFI's Security team is responsible for providing a safe and secure environment for all staff, faculty, Fellows and visitors to the AFI Campus. Security Officers are required to conduct routine foot patrols of the campus perimeter, assist with traffic/parking control and emergency response, among other responsibilities. Prospective applicants should exhibit good customer service skills, teamwork and be detail orientated.

AFI is currently recruiting for Full Time and Part Time Security Officers to join our Security team. Ideal Full Time candidates should be available to work a combination of five, Day (7am-3pm) and Swing (3p-11p) shifts per week and Part Time candidates should be available to work a variety of at least 2 to 4 shifts a week, with some weekend availability for all shifts. All Security Officers must be available to work during observed Holidays; including Labor Day, Thanksgiving, Christmas and New Year's Day.

#### **Applicants must possess:**

- Minimum six months' experience in Security.
- A current Security Guard certification issued by the State of California or other licensing agency.
- Pepper spray permit and CPR/First Aid certification preferred.
- High school diploma required.
- Customer service skills and detail-oriented with the ability to handle numerous tasks.
- Ability to work independently while being a member of a high-functioning team.

Interested candidates should reach out to [hinfo@afi.com](mailto:hinfo@afi.com) for instructions on how to apply.

AFI is an equal opportunity employer.

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers