

## AMERICAN FILM INSTITUTE JOB DESCRIPTION

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**POSITION:** Campus Security Officer (Part-time)  
**DEPARTMENT:** Security Operations  
**LOCATION:** Los Angeles Campus

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### ABOUT THE AMERICAN FILM INSTITUTE

The American Film Institute is a nonprofit organization with a mandate to champion the moving image as an art form. Established in 1967, AFI launched the first comprehensive history of American film and sparked the movement for film preservation in the United States. In 1969, AFI opened the doors of the AFI Conservatory, a graduate-level program to train narrative filmmakers.

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 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.

Salary is \$18.00 per hour