



## JOB POSTING

Position Title: **Studio and Security Manager**  
Location: 645 Saint Nicholas Avenue, New York, NY 10030  
Salary Range: \$19 - \$20/hour

Harlem School of the Arts (HSA) seeks a **Studio and Security Manager** who will be responsible for supporting the class environment and faculty needs while ensuring a safe environment for all visitors. The Studio and Security Manager position is a **part-time**, hourly position.

**The schedule will be Tuesday through Saturday; shifts vary. This is a part-time, on-site position.**

### **Expectations for this position:**

- Available to work days or nights and weekends as needed
- Excellent customer service skills and detail oriented

### **Responsibilities include, but are not limited to:**

- Serving as a liaison between students, faculty, and operations staff to determine and maintain security needs
- Possess the ability and knowledge of all opening and closing procedures for the building and campus
- Planning and implementing comprehensive security strategies
- Coordinating responses to emergencies and alarms, as well as compiling incident reports
- Ensuring studios are set up for classes and private lessons and cleaned properly at the end of the day
- Assisting staff and faculty with the movement of any necessary lighting equipment
- Communicating with facilities and maintenance staff on minor and major projects and physically assisting in times of need
- Communicating to maintenance staff of any cleaning needs (spills, trash, dirty restrooms, etc.)
- Performing light clean up in studios and general spaces as needed
- Performing an hourly walking scan of the school to ensure cleanliness and that students are being monitored throughout the building
- Keeping an open line of communication with faculty and renters (climate control, sound systems, access to spaces, equipment needs, etc.)
- Assisting in ending classes on time and getting students/families out in a timely fashion to allow cleaning staff to enter studios
- Staying current with the school, rental, and events schedules to assist operations team in preparing spaces for rentals or special events
- Maintaining a positive relationship with HSA families and the community and general public

- Maintaining HSA's code of conduct
- Providing a safe environment for all HAS stakeholders including faculty, staff, students, families, and guests

**Security Guard Requirements:**

- High school diploma or GED
- Registered as a security officer
- Outstanding surveillance and observation skills
- Excellent communication skills
- Ability to exercise good judgment
- Strong reporting skills
- Working knowledge of public safety, security operations, and procedures
- Knowledge of NY state laws and regulations
- Trained in First Aid and CPR

**Qualifications:**

- Great customer service skills
- Interest in and ability to work with children of all ages
- Organized, pays attention to detail, and has the ability to multi-task
- Reliable, punctual, and dedicated to the community and the school
- Maintain a positive and professional attitude
- Ability to think on one's feet and work in a fast-paced environment
- Ability to work independently and on a team
- Should be able to lift at least 30 pounds
- Familiarity with dance studio protocol a plus
- Knowledge of sound board set up/operation a plus

**Location:**

Harlem School of the Arts is located at 645 Saint Nicholas Avenue in Harlem. It is easily accessible via the A, C, B, and D subway trains. Teaching locations may be at Harlem School of the Arts or at other community and school locations in Upper Manhattan.

**About Harlem School of the Arts:**

Harlem School of the Arts empowers youth to reach their full potential in the arts, education, and life, through interdisciplinary arts training that celebrates the rich complexity of their community.