

**Position:** Security Operations Intern  
Amway Center and Camping World Stadium, Orlando Venues  
Tenants: Orlando Magic (NBA), Orlando Solar Bears (ECHL), College Football (NCAA),  
Pro Bowl (NFL)

**Dates:** Immediately through May 2020

**Direct Report:** Security Management

**Hours:** Part-Time (average 24 hours per week all Paid)

**Compensation:** \$11/hour. Students must have 3.0 GPA or Higher and must receive credit from accredited University

**Overview:** The Security Operations Intern will be responsible for assisting with the day to day operations of the Security Department, as well as set-up and coordinate all arena and stadium events. The intern will be responsible for assisting with both BOH and FOH for each event and will get ample experience on both sides. Experience will also include working with Orlando Police Department, Traffic Engineering, and Orlando Fire Department.

#### **Job Summary/Responsibilities:**

- Assist with managing off-duty law enforcement on an event basis.
- Learn vehicle mitigation and traffic procedures in relation to events.
- Work with 24-hour and event peer security.
- Learn day-to-day duties of running a 24-hour security team, event security, as well as proper staffing and placement of off-duty law enforcement.
- Provide assistance with traffic control and understanding road closures.
- Attend meetings and work to ensure collaboration between peer security and off-duty law enforcement.
- Build OPD staffing and export templates for costings.
- Respond to WTMD issues and assist with setup for all major events.
- Assist with development of an SOP manual.
- Manage proper incident reporting; learn proper procedures for writing and maintaining accurate incident reports.
- Learn how to run an event from start to finish, including reviewing work orders and conducting briefings.
- Maintain inventory of security equipment, such as hand wands, WTMDs, flashlight probes, radios, and uniforms.
- Assist with time records for peer security, OPD, and OFD.

#### **Necessary Skills/Experience:**

- Good verbal and written communication skills
- Attention to detail
- Good customer service skills
- Ability to multitask and prioritize in a fast-paced environment
- Good problem solving skills
- Work independently with little supervision
- Ability to work under pressure

#### **Timeline and Deadlines**

August 2th- Resume Submission Due Date

August 5th - All Students who submitted Resume will be contacted.

August 5th - 9th - Face to Face Interviews

August 16th- Final Intern/s Selected.

August 26th- First day of Classes/Program begins

October 2019 – progress report w/ direct report & discuss special project

December 2019 – set up time w/ management staff and/or partners to discuss field

March 2020 – 6 month progress report w/ direct report – status of special project

May 2020 – Final review & internship ends

Interested candidates send resume & cover letter to Michael Weeman at [Michael.Weeman@orlando.gov](mailto:Michael.Weeman@orlando.gov) by Friday, August 2nd.