



**Updated & reissued
February 2025**

Position: Security Guard

Reports to: Ranch Maintenance Assistant Manager, Facility Manager

General Description

All Guards report to the Ranch Maintenance Assistant Manager and then to the Facilities Manager and are responsible for compliance with the rules, regulations and operating procedures of The Santa Fe Opera.

Guards are expected to be familiar with procedures relating to the safety and security of the grounds and facilities, including but not limited to fire alarms, sprinkler systems, and emergency procedures.

The Ranch Maintenance Assistant Manager will provide instruction regarding emergency procedures. These procedures will include notification of the appropriate authorities (police and fire), as well as the appropriate Opera personnel, and the security guard at the entrance to The Casas de San Juan.

Routine duties include:

- Locking all buildings and gates
- Security check points and inspection of the premises every two hours.
- Maintaining an accurate shift log
- Turning lights (including parking lot) on or off as needed
- Providing agreed upon services at company parties, patron events, and during performances or work hours
- Turning off appliances
- Security will help with snowplowing the main road on the opera premises. This includes from south gate to north gate. South gate outside 1 mile and North gate outside road up to Flea Market entrance.

Other duties may be required that are not specifically included in this list, as instructed by supervisors or requested by senior managers on duty.

Time and attendance

This position needs to be “on-call” and available typically with 1-day notice. The Opera depends on round the clock security. It is essential that all shifts are covered. If you are ill other otherwise unable to report for work, it is your responsibility to contact your supervisor, two hours prior to your shift or, when that person is unavailable, the next appropriate supervisor, and communicate your

required change of schedule. If you are ill or planning to be away for other reasons, please provide as much advance notice as possible.

All Guards are required to record their arrival and departure time through the automated timekeeping system. All compensation is paid based on the actual hours recorded. Overtime is paid when hours worked in one work week exceed 40. All Guards are required to be here 15 minutes before their shift to review any issue that might have arising from prior shift.

Expectations of behavior

It is agreed and understood that during the hours of your services you will maintain alert attention to the security of the premises, **and you will not receive visitors.** You will not possess firearms while on duty. Alcoholic beverages, non-prescription drugs or the misuse of prescription drugs are prohibited.

Vehicle Policy

When driving any company vehicle, be aware of your surroundings. Damage occurring to a company vehicle while during your shift and under your responsibility may result in disciplinary action.

It is understood that a security guard finishing his shift will not leave the premises until the guard for the next shift has reported to work and has been advised of any events that occurred during the previous shift.

At-will status

This document does not imply a contract, in accordance with New Mexico law regarding at-will status for employees. In the event you are unable to or fail to perform the duties required of you as outlined in this document, you may be released without notice.

The Employment Manual describes Opera policies and procedures. The Santa Fe Opera is a New Mexico Corporation with its principal place of business in Santa Fe, New Mexico. For that reason, and in the case the question arises, New Mexico law will control any questions arising out of your employment, and any legal matters arising out of your employment shall be determined by New Mexico courts only.