



## **Security Guard: Part-Time**

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Application Deadline: October 4<sup>th</sup>, 2024

Start Date: Immediate

Pay: \$19.71 to \$21.61/hour as base rate plus any shift applicable premiums

Term: Permanent Part-Time, Unionized

### **About Us**

The Gardiner Museum leverages the powerful storytelling attributes of ceramics as well as its rich history and universality to engage audiences of diverse backgrounds and experiences. As an essential civic institution in the city of Toronto and a site for creativity, the Museum presents a full roster of exhibitions, programs, and hands-on classes, while stewarding a permanent collection of international significance. With over 5,000 objects from the Ancient Americas, Europe, Japan, and China, as well as an important collection of contemporary Canadian and international works, the Gardiner is among the few museums focused on ceramics and is one of the world's most notable specialty museums.

The Gardiner Museum brings together people of all ages through the shared values of creativity, wonder, and community that clay and ceramic traditions inspire.

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### **The Position**

The Gardiner Museum is seeking a professional and customer service-oriented individual to support the Museum's special events and daily operations in the role of part-time Security Guard. This will include various shifts including days, evenings, and weekends.

Reporting to the Manager, Visitor Services, the ideal candidate will be detail-oriented and collaborative individual with exceptional communication skills. As an important member of the Security Team, the candidate will play a key role in maintaining the safety and security of the Museum, its staff, and the public.

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### **Responsibilities & Position Overview**

- Monitor premises to prevent fire, theft, vandalism, violence, and/or infractions of Museum policies.
- Perform and maintain access control to the building as necessary.
- Monitoring and surveillance of cameras.
- Key management control.
- Patrol common areas, mechanical areas, entrances, and the building perimeter.
- Provide security services and first response to emergency situations.

- Observe and investigate any occurrences or incidents and maintain logs for record keeping and review.
- Inform designated authorities in the event of security, fire, or health emergencies and assist in evacuation procedures as outlined in the Museum's Emergency and Fire Safety Plan.
- In conjunction with Hospitality Services, set up furniture and rooms for Museum use and booked events.
- Respond to public inquiries as required.
- Follow and enforce proper procedures for construction during the Gardiner Museum renovation period.
- Execute duties at all times in a manner consistent with safe working practices and the Occupational Health & Safety Act.
- Perform and execute duties in accordance with the department policies and procedures.

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### **Required Certification, Key Attributes and Experience**

- Minimum two years' security experience working in a fast-paced environment.
- Valid Ontario Security License
- Standard First Aid and CPR - Level C
- High School Diploma
- Police clearance check required.
- Availability for Evenings, Weekends, and Statutory Holidays.
- Highly developed interpersonal and customer service skills, including conflict resolution, problem-solving, decision-making, and situational assessment.
- Ability to work in a collaborative team environment with a friendly demeanor.
- Ability to handle emergency and non-emergency situations in a calm and professional manner.
- Comfortable sitting, standing and walking for an extended period of time.
- Ability to lift objects of up to 50 pounds.
- Fluency in reading and writing English.

### **Application Process**

To apply, candidates should submit a letter of interest and CV in one PDF document by October 4<sup>th</sup>, 2024 at 12:00PM EDT to [hr@gardinermuseum.com](mailto:hr@gardinermuseum.com). Please reference "**Security Guard**" in the subject line.

Please note that we will be reviewing candidate submissions as they are received. The Gardiner Museum may choose to move forward with interviews before the posted deadline. Early submission is encouraged.

The Gardiner Museum is committed to employment equity. We encourage and welcome applications from all qualified candidates regardless of age, gender, race, religion persons with disabilities, racial/visible minorities. Upon request, reasonable accommodation is available under the Accessibility for Ontarians Disability Act (AODA) to applicants invited to an interview. Reasonable accommodation for disabilities will be provided, on request, to support applicants' participation in all aspects of the recruitment and selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. For further information on the Gardiner Museum, please refer to our website: [www.gardinermuseum.on.ca](http://www.gardinermuseum.on.ca).