

EMPLOYMENT OPPORTUNITY

The Four Seasons Centre for the Performing Arts is a 2000-seat performance venue in the heart of downtown Toronto. The Four Seasons Centre is the home of the Canadian Opera Company and the performance venue of The National Ballet of Canada, and hosts a variety of other events including galas, meetings, corporate functions, film screenings, and social events.

We are now accepting applications for the position of **Security Guard, Part-Time** at the Four Seasons Centre for the Performing Arts.

OVERVIEW

Reporting to the Security Supervisor, this opportunity will appeal to a confident individual with exceptional customer service and communication skills. As a member of the Security team, you will play a key role in maintaining the safety and security of all staff and guests at the FSCPA.

This is an in-person position, as scheduled Monday through Sunday, may include evenings, weekends, and statutory holidays.

This is a **safety sensitive** position.

KEY RESPONSIBILITIES

- Greeter at Stage Door
- Perform and maintain access control
- Alarm monitoring and responding to duress alarms, intrusion alarms and door alarms
- Key management control including daily key audits and main key ledgers
- Report writing such as daily incident and occurrence reports and daily memo-book reporting
- Monitoring and surveillance of cameras
- Patrolling of interior and exterior spaces including mechanical areas and parking garage
- Perform and assist with emergency responses as outlined in the Incident Response system
- Follow procedures as outlined in the Building Fire Safety plan
- 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

EXPERIENCE AND SKILLS

The ideal candidate has a minimum of two (2) years Canadian security experience. All applicants must be in possession of a valid Ontario Security Guard License and have a current First Aid/CPR/Defibrillator certification. Preference will be given to candidates who have valid SmartServe certification.

- Valid Ontario Security Guard License and a current First Aid/CPR/Defibrillator certification
- Minimum two years' security experience working in a fast-paced environment
- Police clearance check required
- Operating knowledge of fire panels
- Operating knowledge of card-access control software
- Exceptional customer service and strong communication skills
- Experience writing reports
- Ability to handle typical and crisis situations in a confident and professional manner

- Team player with a friendly demeanor
- Ability to work under minimal supervision
- Ability to sit for extended periods of time and climb stairs
- Ability to work with a high volume of staff, patrons and the general public

COMPENSATION

\$18.73 per hour plus 4% vacation pay

APPLICATIONS

Please e-mail resumes with a cover letter to:

Melynda Jurgenson, Associate Director, Facilities Management

Applications may be submitted by email: fsc.recruiting@coc.ca. In the subject line please write: 'Security Guard, Part-Time'.

Only applications received by **Friday, February 2, 2023** will be considered.

ABOUT THE CANADIAN OPERA COMPANY

As Canada's largest opera company, the COC deeply values equity and diversity across all levels of the organization and believes in fostering an inclusive, discrimination-free environment that fully supports our team's personal and collective success. We are committed to building a workforce that reflects our community, our city, and our country and, in turn, the COC welcomes applicants from all backgrounds and abilities who share and embrace these values of anti-racism and inclusion.

The COC is committed to providing accommodations for people with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) in all parts of the hiring process. If you require accommodation, please let us know and we will work with you to meet your needs.

The Canadian Opera Company thanks all applicants in advance, however, only those considered for an interview will be contacted. No phone calls or agencies please.