

Security Guard

Summary

Exciting things are happening at the Bata Shoe Museum! Are you searching for a workplace that offers you the opportunity to make a positive difference? A workplace that embraces and celebrates individuality and where you feel that you belong? If so, the Bata Shoe Museum is the place for you!

Employment Type: Part-time, permanent. Up to 30 hours a week

THE BATA SHOE MUSEUM TORONTO

With an international collection of close to 15,000 shoes and related artefacts, the Bata Shoe Museum (BSM) celebrates 4,500 years of footwear history in four distinctive galleries. In addition to our popular permanent exhibition, *All About Shoes*, the museum has three galleries for changing exhibitions, ensuring that each visit to the museum offers a new experience. Currently, on view are *Art/Wear: Sneakers x Artists*, *André Perugia: A Design Legend Unveiled* and *Rough & Ready: A History of the Cowboy Boot*. Through the creation of its innovative exhibitions, the BSM strives to enlighten and entertain visitors of all ages. For every shoe, there's a story. Further information on the museum is available at www.batashoemuseum.ca or @batashoemuseum on all social media platforms.

THE ROLE

Museum security work includes periods of quiet observation as well as moments of high activity. During quieter periods, the Security Guard is expected to remain alert and engaged and may assist with light, non-specialized tasks that support daily operations, such as helping Front of House during busy visitor periods or responding to minor housekeeping issues (e.g., spills). This role is best suited to someone who is comfortable with a flexible, team-oriented environment and understands that maintaining a safe, welcoming space sometimes involves supporting colleagues beyond core security duties.

The Security Guard is responsible for ensuring the safety and security of the premises, staff, and visitors. Acting as a visible representative of the museum, you will balance rigorous security protocols with a welcoming, customer-service-oriented approach.

Key responsibilities include:

- Supervise the museum lobby and main entry points; monitor CCTV, access control, and alarm systems.
- Patrol exhibition galleries and grounds to ensure the safety of the building and ensure that exhibited objects are not touched or tampered with.
- Provide directions, respond to visitor inquiries, and manage crowd control in accordance with fire code regulations.

- Provide first response to emergency situations and maintain detailed logs of any occurrences or incidents.
- Assist with opening and closing the building, receiving packages, and provide backup support at the front desk when required.
- Serve as the lead security representative during large events that require outsourced private security teams.
- Conduct workplace inspections and participate in the organization's health and safety committee.
- Other duties as required, including assisting Front of House during peak periods and addressing minor facility issues (such as spill response), particularly during quieter monitoring periods.

REPORTING

The Security Guard will report to the Head of Facilities.

HOURS

This is a part-time position for up to 30 hours per week. Shifts align with museum hours, including weekends and occasional evenings for special events.

COMPENSATION

This is a part-time position. The hourly rate is **\$25.00**. Benefits are not provided with this role.

CANDIDATE SPECIFICATION

We are seeking a candidate who is professional, vigilant, and dedicated to safety. The ideal candidate will demonstrate:

1. Education and Professional Knowledge:

- Possession of a valid Ontario Security Guard License.
- Knowledge of the Code of Conduct outlined in the *Private Security and Investigative Services Act, 2005*.
- Current Standard First Aid & CPR/AED certification.
- Knowledge of health and safety standards and emergency response protocols.
- WHMIS Certification.

2. Skills and Competencies:

- **Technical Skills:** Proficiency in operating and monitoring security technology, such as surveillance systems and alarm panels.
- **Communication Skills:** Strong verbal and written communication for visitor interaction and incident reporting.

- Attention to Detail: High level of precision required for observation and documenting activities.

3. Personal Attributes:

- Professional Judgment: Responding calmly and effectively to emergencies and unusual situations.
- Reliability: Commitment to being present and ready to work at the start of every scheduled shift.
- Team-Oriented Approach: Contributes positively to a collaborative museum environment and assists other departments as needed.
- Comfort with Varied Pace: Comfortable working in an environment that includes both extended periods of observation and hands-on support tasks as needed throughout a shift.

4. Physical Requirements:

- Ability to lift up to 50 pounds.
- Ability to stand or patrol for extended periods.

6) TO APPLY

Please submit your cover letter and resume via email to Amy Prilika, Deputy Director & CFO, at amy.prilika@batashoemuseum.ca. Ensure the subject line reads “Security Guard – [Candidate's Last Name].”

We sincerely thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Bata Shoe Museum is proud to be an equal opportunity employer. We celebrate diversity and we remain committed to creating an inclusive environment for all employees. We select applicants based on their skills, knowledge, and commitment. We also recognize that candidates may request accommodations in order to participate to the best of their abilities. As per provincial and national human rights guidelines, reasonable workplace accommodations and adjustments will be granted.