

Stage Door Security

**Civic Theatres Toronto
Toronto, Canada**

The Operations department is currently accepting applications for a Stage Door Security person. This is a part-time hourly position with hours per week scheduled subject to business requirements and programming calendar for an experienced and outgoing team player who will deliver exceptional service. The position of Stage Door Security reports to the Director of Facilities and could be stationed at any Civic Theatres Toronto venue. This position works a varied schedule including weekdays, weekday evenings, weekends and Holidays. Candidates must have a flexible schedule.

KEY ACTIVITIES AND RESPONSIBILITIES

- Monitor the security of the building by conducting regular patrols; ensure all exterior doors are secure; completing shift logs and preparing incident reports as required; assess building operations issues that occur once operations staff has left the building; resolve and/or escalate in accordance with established procedures.
- Monitor security clearance for all personnel entering the venue through the stage door, including cast, crew, staff and clients by issuing and checking security passes and credentials against an authorized list as required.
- Respond to fire/life safety system alarms in accordance with the Fire Plan.
- Maintain security by issuing and collecting keys and access cards/fobs; maintaining log of restricted access keys.
- Respond to general telephone calls to stage door from public, patrons, staff.
- Facilitate receiving of deliveries and show vehicles by controlling access to the loading docks. Ensure appropriate management staff is aware of deliveries and the risk from the lack of security in the venues delivery holding area.
- Prepare daily shift reports; maintain other records and documentation as required.
- Conduct “rounds” when the building is “dark” (unoccupied) to ensure building is secure; monitor physical plant to ensure any malfunctions are reported to the “on call” operator.
- Function as the point person for all “lost and found” articles
- Performs other duties as assigned by supervisor.

JOB SPECIFICATIONS

- General knowledge of mechanical systems.
- Good interpersonal and oral communications skills.
- Ability to write basic reports using Microsoft Word and Excel.
- First aid, CPR and AED training.
- Experience in a security or stage door position.
- Possess or be will to obtain a current Ontario Security Guard License within two month of hiring.
- Must be able to stand for approx. 50% of the shift.
- Must be able to work in isolation.
- Must be able to conduct foot patrols of the facility.
- Must be able to operate telephone, radio and life safety monitoring equipment.
- Displays high initiative and requires minimal supervision.
- Customer service skills.

WORKING CONDITIONS

- Variable and sometimes long hours including nights, weekends and on-call shifts.
- Dealing with temperamental/difficult people.
- Some objectionable odours.
- Daily physical activity including substantial stair climbing and walking.
- Travel and work within CTT venues.

THE ORGANIZATION

In 2015, Toronto's City Council approved the consolidation of the governance and operations of the St. Lawrence Centre for the Arts, The Sony Centre for the Performing Arts, and Toronto Centre for the Arts into one new organization under the direction of a City appointed board called Civic Theatres Toronto.

The mandate of Civic Theatres Toronto is to provide quality performance and event facilities and to promote its contribution to the artistic, cultural and social vitality of Toronto and its communities. The Board of Directors of Civic Theatres Toronto is responsible for overseeing the business affairs of the three venues.

HOW TO APPLY

Interested applicants should email a cover letter and resume for confidential consideration to jobpostings@sonycentre.ca. Please include "Stage Door Security" in the subject line. Interviews with qualified candidate(s) will commence immediately.

No phone calls please.

Civic Theatres Toronto thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

CTT is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources department will work with applicants requesting accommodation at any stage of the hiring process.

CTT is committed to building a more diverse workplace and encourage all qualified applicants to apply.

Date Posted: Monday March 19, 2018

Application Deadline: Monday April 2, 2018

Start Date: ASAP