



Operations & Security Supervisor – Part-time

Application Deadline: January 26, 2024; applications will be reviewed until position is filled

Start Date: Immediate

Salary: \$28 / hour

Term: Part-time, Permanent

Location: Onsite

About the Gardiner Museum

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

We engage audiences with exhibitions, programs, and hands-on classes, while stewarding a significant permanent collection. We interpret historical ceramics to emphasize their relevance today, and champion emerging and established Canadian artists and their role in the broader world. We innovate through clay education, as we bring together the experience of making with a deeper understanding of the art of ceramics.

We believe in making, looking, and thinking through clay.

The Gardiner Museum has a collection of over 4,000 objects from the Ancient Americas, Europe, Japan and China, as well as contemporary works with an emphasis on leading Canadian artists. The Gardiner Museum is among the few museums in the world focused on ceramics and is one of the world's most notable specialty museums.

The Position

The Gardiner Museum is seeking a professional, reliable, and experienced supervisor to support the Museum's operations in the role of Operations & Security Supervisor – Part-time. Reporting to the Senior Manager, Venue & Visitor Services, the candidate will play an important role in maintaining the safety and security of the Museum, its staff, and guests while maintaining seamless Museum operations.

Shifts will cover the Museum operating hours on Saturdays & Sundays with occasional shifts on weekday evenings and holidays.

Key Responsibilities

- Supervise a team of Security Guards to ensure the safety of the Museum, its collections, staff, and guests.
- Support Museum Operations staff and respond to any operational or customer challenges.

- Coordinate access to the Museum's loading dock and freight elevator with vendors.
- Participate as a Museum Fire Warden and be fully training in fire alarm policies and procedures.
- Oversee and coordinate the response to emergencies and urgent situations at the Museum.
- Prepare detailed reports of significant occurrences, incidents, and emergencies for review.
- Supervise Security Guards and external vendors with the event setup/strike, ensuring that work is done safely and equipment does not pose a hazard to people or property.
- Provide technical support in the setup of Museum's internal equipment during events.
- Perform occasional seasonal maintenance of the exterior property.
- 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.
- Other duties as required.

Required Skills & Qualifications

- Minimum three years experience supervising security guards or comparable experience
- Experience supervising staff in a unionized environment
- Standard First Aid and CPR - Level C
- Police clearance check required
- Availability on weekends, statutory holidays, and occasional evenings
- Ability to work in a team environment with a friendly demeanor
- Ability to provide exceptional customer service and resolve conflicts
- Ability to handle typical and emergency situations in a confident 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

To apply, candidates should submit a letter of interest and CV in one PDF document to hr@gardinermuseum.com. Please reference "Operations & Security Supervisor" in the subject line. No phone calls or visits please.

The Gardiner Museum is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies. Reasonable accommodations for disabilities will be provided, on request, to support applicant's participation in all aspects of the recruitment and selection process.

The Gardiner Museum regularly updates our COVID-19 protocols and health measures in accordance with the Province in an effort to protect the health of both visitors and staff.

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.com.