



Building Community with Clay

Job Posting – Security & Facilities Assistant Manager

Application Deadline: March 3, 2023

Start Date: April 1, 20223

Annual Salary: \$46,000-\$50,000 commensurate with experience; comprehensive benefits package

Term: Full-Time, Permanent

The Gardiner Museum celebrates the art of ceramics and engages local and international audiences by promoting understanding of the long history of people crafting in clay. Through the display of its permanent collections and special exhibitions, as well as through studio education, programs that engage diverse communities, and major contributions to scholarship, the Gardiner champions ceramics.

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. Within its 46,000 sq.ft. facility the museum stewards a collection of over 4000 objects, operates several pottery studios and a hospitality space for dining and special events.

Reporting to the Senior Manager, Security & Facilities, the Security & Facilities Assistant Manager will be responsible for overseeing the day-to-day operation of the Gardiner Museum, including the coordination of the museum's housekeeping and security staff; developing and maintaining a positive relationship with contractors and vendors; and overseeing all facilities and maintenance routines in accordance with Maintenance Standards, Legislative Acts and Regulations.

DUTIES

1. Administrative and supervisory duties include: (40%)
 - a. Supervising Housekeeping, Security Guards, and external contractors to ensure schedules, levels of cleanliness, health & safety, and maintenance standards are maintained.
 - b. Assisting Senior Manager with staff scheduling and timesheets
 - c. Maintaining up-to-date health & safety records and inspection reports

- d. Coordinating all received deliveries and assisting with transport of goods to the appropriate departments
 - e. Participation as building Fire Warden and Joint Health and Safety Committee member
 - f. Keeping track of invoices and work orders.
2. Building maintenance duties include: (40%)
- a. Performing scheduled inspections to ensure all building systems (including mechanical, electrical, security, life safety) are functioning within operating parameters
 - b. Providing generic mechanical troubleshooting on all systems and maintaining building equipment; escalate critical matters to Senior Manager
 - c. Supervise external contractors during scheduled preventative maintenance work
 - d. Replacing light bulbs and making minor repairs to drywall, electrical and plumbing where necessary
 - e. Seasonal maintenance of the exterior property and landscaping
 - f. Support facilities staff with general housekeeping duties
 - g. Track inventory of supplies and communicate purchase orders to Senior Manager
3. Supervision of hospitality events (20%):
- a. Attending weekly meetings with the museum's Production staff and external Event Coordinators to discuss the logistical plans for every event and museum program, and resolve any scheduling conflicts
 - b. Assisting museum staff 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
 - c. Provide technical support during events
4. Occasionally supporting other museum departments include:
- a. Assisting with gallery lighting changes and installation/de-installation of exhibitions.
 - b. Assisting with replacement of marketing signs or materials.
 - c. Assisting IT department with the rental and setup/strike of additional equipment for internal events, when AV requirements exceed onsite availability.
 - d. Recording small-scale events (e.g. lectures and panel discussions) for internal use
 - e. Addressing any customer related challenges and providing support to operations staff
5. And, other duties as required

WORK EXPERIENCE

At least two years previous related experience, i.e. property maintenance / security coordination.

Business Skills

- Knowledge of Microsoft office suite, especially Excel
- Sales and customer service experience
- Must be able to work within a set budget
- Good written and verbal communication skills
- Experience with scheduling and payroll

Interpersonal/People Management skills

- Experience supervising staff in a unionized environment
- Excels in conflict resolution
- Ability to work well independently and with a team

Technical skills

- Experience using hand and electrical tools
- Experience with Building Automation Systems
- Experience with security monitoring system
- Ability to interpret architectural and schematic designs
- Working knowledge of the OSHA, Building Codes, Fire Codes

Certifications and Training (desired, or in process)

(if not in place, Gardiner will provide training or certification to be completed within the probationary period)

- Working at Heights, Fall protection/arrest training
- Electrical safety awareness
- WHMIS 2015
- Standard First Aid & Level C CPR

Working conditions

- The Gardiner Museum operates 7 days a week, and will require the candidate to work occasionally on weekends and evenings to accomplish their tasks successfully.
- Working in mechanical and electrical rooms
- Working in studios in the presence of clay dust
- Lifting heavy objects up to 50 lbs.

Control

- Staff scheduling and payroll submission
- Additional administrative or financial controls as designated by the Senior Manager

Special conditions of employment

- The candidate must successfully clear a Criminal Record & Judicial Matters Check (CRJMC).
- The Assistant Manager is responsible for being the secondary contact for all burglar alarms and emergencies occurring after museum hours.
- The Assistant Manager is required at times to work on the weekends, during operating hours, due to the absence of other museum management staff.

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.

To apply, candidates should submit a letter of interest and CV in one PDF document by Friday, March 3, 4pm, to hr@gardinermuseum.com. Please reference "Security & Facilities Assistant Manager" in the subject line. No phone calls or visits please. For further information on the Gardiner Museum, please refer to our website: www.gardinermuseum.com.

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.

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