



Job Posting

Security & Facilities Coordinator

Full Time

Salary: \$42,000-\$45,000

Application deadline: August 31, 2020

About the RMG

The Robert McLaughlin Gallery (The RMG) is seeking a welcoming, collaborative, and detail-oriented Security & Facilities Coordinator to join our hardworking and passionately dedicated team. At the RMG we believe artists are the essential navigators of our complex times and we work to mobilize our communities around inclusivity, equity and cultural exchange.

Job description

The Security & Facilities Coordinator oversees the health, safety, and security of our people (visitors, volunteers, staff), collection, and building. The security, care, and stewardship of the RMG's collection and exhibition works is integral to this role. You are responsible for the day-to-day facilities management and security operations. The Security & Facilities Coordinator reports directly to the Manager of Visitor Engagement & Facilities, and works closely with the Event & Venue Coordinator and Visitor Engagement Assistants.

Responsibilities

Security

- Provide superior welcome and guest service to ensure an excellent experience for all visitors
- Monitor cameras regularly and performs patrols of the public spaces throughout the day
- Oversee security of the collection and temporary exhibition works onsite
- Confident addressing members of the public with empathy
- Maintain relationship with City of Oshawa security services
- Schedule appropriate staffing for weekends and evenings as needed with G4S
- Provide back up to Visitor Engagement Assistants at the front desk or shop as needed

Facilities Management

- Oversee the proper maintenance of the building in collaboration with the City of Oshawa
- Maintain the RMG's facilities, equipment, and furnishings, including changing/repairing lighting/electrical fixtures and bulbs, minor repairs to plumbing, doors, windows, walls, floors, and kitchen equipment
- Obtains quotes for any building work that falls outside of the scope of personal expertise.
- Monitors major utilities, HVAC, security, and lighting automation system

- Responsible for updating and execution of Health and Safety (OHSA), Disaster, Fire, and Preventative maintenance plans
- Provides assistance to and supervises housekeeping and facilities staff
- Liaises with technicians for ongoing contracts (pest control, fire prevention, HVAC, building automation, carpet cleaning, facilities products), and cost out alternatives.
- Performs building inspections according to requirements

Qualifications

- Interest in the visual arts, community engagement, and eager to learn about The RMG
- Be friendly, outgoing, and enthused to interact with guests and colleagues
- Be accountable and reliable
- Experience working in a facilities position in a public building or a background in maintenance
- Working knowledge of physical plant operations and workplace health and safety
- Excellent customer service, including handling public queries or concerns and creating a welcoming atmosphere
- Ability to remain calm, work in a fast paced environment, and interface effectively and with empathy with members of the public
- Act as a team player who works well with others and shows courtesy and respect to colleagues
- Excellent written, communication, administrative, and organizational skills
- Experience working with Word, Excel, and Microsoft Outlook
- Minimum of two years' experience in a facilities maintenance/management role
- Experience working as a security guard or in a security supervisor position
- Experience in securing high value items, such as a collection, desired. A recognition of the important of this aspect of the role is essential.
- Experience in another cultural organization or related attraction strongly preferred

Preferred and required after commencing position:

- Aerial platform & fall arrest training
- WHMIS and Working at Heights training
- Electrical safety training
- Smart Serve certification
- Ontario security license
- First Aid certification

Working Conditions

- Full-time hours typically Monday to Friday, occasional evenings and weekends
- After hours work is required for urgent and emergency facilities issues
- Some heavy lifting, set-up and movement of furniture, some long periods of standing/walking around Gallery spaces
- Comfortable working from heights
- Able to sit at a desk for extended periods
- Comfortable standing for an extended period, if necessary
- Lives locally and has access to a vehicle
- Must have access to a smartphone with email capabilities outside of Wi-Fi to receive necessary facilities alerts

The Robert McLaughlin Gallery 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. Should you require accommodation during the interview process, please let us know and we will work you to meet your needs.

To apply please forward your cover letter and resume to communications@rmg.on.ca in a single PDF document. Please note that we will only reply to candidates selected for consideration and interview. Thank you for your interest in joining us at the RMG!