



We're Recruiting For A...

Security Manager

Reporting to the Director of Operations, the Security Manager is responsible for enforcing established rules and regulations of the Confederation Centre of the Arts (CCOA) for days and weekends. Working at various locations of CCOA, this role is crucial to protecting people, property, and information related to our operations.

Responsibilities include but are not limited to:

- Manage access control for the facilities including training, communication, distribution, inventory, and tracking.
- Manage CCTV for the facilities including training, repairs, inspections, and reporting.
- Responsible for security team which includes staff performance reviews, time sheets, absenteeism, leave requests, overtime, or any other HR-related items along with service contractor's invoicing, timesheets, performance, adherence to the post orders by all security.
- Manages security guard schedules.
- Communicates what work that requires outside expert assistance.
- Organizes and maintains documentation including post orders, incident reports, investigations, procedures, policies, equipment information and emergency plans.
- Responsible for annual fire and emergency drills.
- Physical assistance to staff members is one of the assigned responsibilities, along with a mix of stationary and mobile patrols that include monitoring security cameras.
- Uphold stringent standards of confidentiality.
- Exhibiting sound judgement when managing conflict situations.
- React promptly to emergencies and provide physical assistance such as building evacuation, medical events or physical threats to staff and patrons.
- Helps promote a company culture that encourages top performance and high morale.
- Creates short and long-term plans and initiatives to accomplish organizational goals efficiently.

Education and Skills required:

- Post-secondary education in related field.
- 2+ years management experience in Security management.
- The ability to maintain physical fitness for conducting both indoor and outdoor patrols, which may involve navigating stairs. This role may also necessitate prolonged periods of standing or sitting;
- Displaying strong skills in communication and conflict resolution;
- A positive, proactive attitude towards problem-solving;
- Skills and proven work experience in customer service and communication skills.



CONFEDERATION CENTRE OF THE ARTS
CENTRE DES ARTS DE LA CONFÉDÉRATION

145, rue Richmond,
Charlottetown Î.-P.-É.
Canada C1A 1J1

confederationcentre.com

145 Richmond Street T (902) 628.1864
Charlottetown P.E.I. F (902) 566.4648
Canada C1A 1J1

How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of John Mooy, Director of Human Resources, by email at careers@confederationcentre.com or hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodation to candidates for all aspects of the recruitment and selection process.

Closing Date: April 25, 2025

Posted Date: April 9, 2025

Title: Security Manager

Annual salary range : \$45,000 - \$50,000 per annum

Hours per Week: 40-48