



## **Manitoba Centennial Centre Corporation Security Officer – Casual Events/Parking**

### **The Organization**

The Manitoba Centennial Centre Corporation provides Manitobans with a vital and living place for the enjoyment of artistic and cultural entertainment through the administration of the Centennial Concert Hall as well as the maintenance and development of the buildings and properties of the Centennial Centre. The Corporation's goals are to support arts and culture in Manitoba, be socially responsible, deliver customer satisfaction, provide a quality workplace for its employees, and operate its business effectively. In support of these goals, employees demonstrate the Corporation's core competencies which include teamwork, adaptability and flexibility, problem solving skills, communication, and interpersonal skills with a strong customer service focus.

### **The Position**

Reporting to the Manager, Security and Parking, the incumbent:

- Validating pre-paid parking tickets in parkade booth and ensuring smooth ingress and egress of patrons' vehicles before and after the show.
- Monitoring front Vestibule doors to ensure patrons are entering and exiting the facility safely.
- Monitoring Backstage to Front of House doors to ensure only authorized people access the backstage area.
- Assist Front of House staff, or Primary Security staff as required.
- Monitors and provides surveillance in the facilities attending to problems, potential problems and emergencies respecting unauthorized persons in restricted areas, disorderly behaviour, unsafe conditions, injured persons, fire and bomb threats.
- Conducts patrols of interior and exterior of properties to establish and maintain security controls.
- Ensures proper lock-up procedures and allows access for authorized personnel into restricted areas.
- Resolves basic parkade equipment issues.
- Provides front line customer service to individuals using the facilities by providing directions, answering questions, and assisting as required.
- Presents a positive, professional and helpful image while representing the Corporation.
- Provides reports and logbook entries.
- Other duties as required.

### **Qualifications and Competencies**

- Strong customer service focus with the ability to provide high levels of service to both internal and external customers.
- Excellent teamwork skills – willing to assist others by taking on additional responsibilities when required and to work as part of a team to ensure the organization's success.
- Adaptable and flexible with a willingness to adjust to changing situations and to react quickly and positively to changing requirements.
- Good judgment in detecting and reporting unusual situations which indicate a danger to building, equipment, contents or occupants.
- Presents a positive, professional, and helpful image while representing the Corporation.
- Province of Manitoba Security Guard License which includes a Criminal Record Check and a Child Abuse Registry Check.

### **Pay Rate:**

**\$18.87 per hour**

**Please forward a resume and cover letter to:**

**Attention:       Manager, Security and Parking  
Manitoba Centennial Centre Corporation  
Suite 1000 - 555 Main Street  
Winnipeg, Manitoba R3B 1C3**

**OR**

**Email to: [eparent@mbccc.ca](mailto:eparent@mbccc.ca)**

**OR**

**Apply online at [www.mbccc.ca/employment](http://www.mbccc.ca/employment)**