

Position Titles:
Event Security Coordinator

Reference No:
EVSEC_COOR_2

Department:
Facility and Events

Revision date:
August 15, 2014

Position Status: ☒ Permanent Full Time ☐ Temporary Position
☐ Permanent Part Time ☐ Specified Term

Position Description

Reports & responsible to:	Director, Security & Event Management
Position summary:	Assisting in the management of event security, coordination, and execution of events. This position will work closely with Director, Security & Event Management, Event Security Coordinator, and Event Staff Coordinator.
Detailed Responsibilities:	<ul style="list-style-type: none"> • Working with department, schedule event security for all events as per budgetary allowance and event requirements. • Create and disseminate placement of security personnel as required for all events. • Coordination of staff at events including arranging placement of supervisors and staff, meeting and assigning staff to posts at events, and working with and overseeing part-time event coordinators as required. • Act as co event coordinator with part-time staff for large events. • Involvement in staff training functions, staff meeting preparation, notes and execution of other occurring staff events. • Involvement in the annual evaluation process of all event and security staff. • Follow-up with staff as required on issues arising at events, including tardiness, unexplained absences, and all other disciplinary matters. • Assistance in the recruitment and hiring of event staff and security. • Create and distribute building identification cards for all True North personnel as well as the staff of suppliers for MTS Centre. • Working with the Director, Security & Event Management to liaise with sub contracting staffing suppliers including security, police, and EMS to arrange necessities for events. • Attend event security meetings with show production staff as required.

	<ul style="list-style-type: none">• Assist VP, Patron & Venue Services & Director, Security & Event Management with the investigation and response to patron concerns & complaints.• Assist Director, Security & Event Management in the day to day duties of the office as required. <p><i>Other duties or tasks that may be assigned as time allows by management.</i></p>
Qualifications:	<ul style="list-style-type: none">• Very strong organizational skills to stay on task and effectively manage competing demands towards successful and timely completion of projects.• Sound interpersonal skills and judgment to aid in management of relationships with various clients, suppliers subordinates, peers and supervisors as required in this role.• Good office administrative knowledge• Friendly outgoing personality with excellent communication and interpersonal skills and the ability to communicate professionally at all levels.• Good knowledge of and ability with computer software, especially in word processing, spreadsheet, and electronic communications areas.• Proven experience coordinating large events including overseeing large numbers of staff and volunteers.• Experience in the recruitment and training of staff.• Self-motivated individual with a desire to learn event related functions.• Ability to work with little and no supervision.• Ability to maintain confidentiality and discretion as necessary.• Willingness and ability to work evenings and weekends as required for events and special projects.• Must possess valid Manitoba Security License or be readily licensable.
Physical demands and special considerations for this position	<ul style="list-style-type: none">• Ability to stand for long hours often on concrete surfaces.• Ability to vary schedule in order to be available at most events (evenings and weekends)