VICTORIA CONSERVATORY OF MUSIC

Job Posting: Security Guard

Hours:	Full time / 37.5 hours per week
Compensation:	$25/hr (plus a competitive benefit package, including a bonus paid vacation week at winter break, extended health and Dental plan, and Personal Wellness Days.)
Application Deadline:	Until position filled
Start Date:	As soon as possible
To Apply:	Please submit a cover letter and resume by email to Martin Borg, Chief Facilities Officer: borg@vcm.bc.ca

> Located on the Lək^{w}əŋən traditional territory, known today as the Songhees, Esquimalt, WSÁNEĆ (Tsartlip, Tseycum, and Tsawout) and Scia'new (Beecher Bay) Nations, the Victoria Conservatory of Music identifies equity, diversity, inclusion, accessibility, and reconciliation among its guiding ideals, and encourages applications from candidates of all identities and backgrounds.

The Victoria Conservatory of Music – A great place to work

The Conservatory is so much more than just a music school; it is also a creative hub where music, technology, and vision converge, fostering an environment where students can stretch their musical imaginations. In addition, our beautiful heritage Alix Goolden Hall is a premier concert space for the Greater Victoria region. The Conservatory is also a place where people come for the health and wellness benefits that music brings through our renowned Music Therapy program. We are a community that inspires, nurtures, and enriches through excellence in music education, performance, and wellness.

Overview

The Victoria Conservatory of Music is seeking a reliable and patron-focused Facilities Security Worker to join our Facilities team. Reporting to the Chief Facilities Officer, this role is responsible for helping maintain a safe, secure, and welcoming environment for students, faculty, staff, patrons, and visitors through facility monitoring, access control, security patrols, incident response, and outstanding customer service.
The successful candidate will be professional, observant, and committed to supporting the day-to-day operations of the Conservatory.

Key Responsibilities

- Maintain a safe, secure, and welcoming environment for all building occupants and visitors.
- Conduct patrols and monitor access to identify and address security, safety, and facility concerns.
- Respond to alarms, incidents, emergencies, and suspicious activities in a professional manner.
- Provide excellent customer service and use effective communication and de-escalation skills when interacting with others.
- Monitor, document, and report incidents, hazards, policy violations, and maintenance concerns accurately and promptly.
- Support emergency procedures and collaborate with staff, contractors, emergency responders, and external partners as required.

Strengths and Skills

- Strong communication, customer service, and interpersonal skills.
- Ability to maintain a safe and secure environment through strong observation, risk identification, and sound judgment.
- Skilled in conflict resolution, de-escalation, and responding professionally in high-pressure situations.
- Detail-oriented with experience in accurate reporting, documentation, and use of computer-based reporting systems.

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Qualifications and Requirements

- Valid BC Security Worker Licence.
- High school diploma or equivalent.
- Previous security experience in a public-facing environment is considered an asset.
- First Aid and CPR Certification is considered an asset.
- Ability to obtain and maintain all required certifications and clearances.

Other Requirements

- A satisfactory Criminal Record Check is required for all positions at the Victoria Conservatory of Music.
- Must be legally eligible to work in Canada.
- Must be willing to work in the downtown Victoria area.
- Availability to work evenings, weekends, and special events as operationally required.
- Ability to work both indoors and outdoors in varying weather conditions.

We thank all applicants for their interest in joining the Victoria Conservatory of Music. Only those selected to continue through the recruitment process will be contacted.