



Pride Winnipeg Festival

Job Title:	Safety & Security Coordinator	Job Class:	Coordinators
Division:	Safety & Security	Department:	
Reports To:	Director, Safety & Security	Term:	N/A

Job Description

Position Summary:

The Safety & Security Coordinator is responsible for ensuring the safety and security of all Pride Winnipeg events. This role involves coordinating with internal teams, external security providers, and first aid staff to create a safe, secure, and accessible environment for attendees. The Coordinator will assist with risk assessments, emergency planning, incident management, and safety policy implementation to ensure that events are compliant with safety standards and regulations.

Duties & Responsibilities:

- Assist in developing and implementing the Pride Winnipeg Safety & Security operation plan.
- Coordinate with event managers to ensure all event site plans meet safety standards.
- Manage first aid services, ensuring there are enough first aiders on-site to provide adequate care for attendees and that first aid kits are fully stocked and ready.
- Oversee setup and takedown of event locations to ensure health and safety protocols are followed.
- Conduct risk assessments for all event content, implementing hazard controls where necessary.
- Review and monitor the Event Safety & Security Checklist to address any issues before the event opens.
- Lead and assist with the Safety & Security orientation for all volunteers and staff involved in event management.
- Investigate incidents and provide support in emergency situations, in line with Pride Winnipeg's Emergency Management Plans.
- Liaise with third-party security personnel to develop and implement the event security plan.
- Provide ongoing guidance and support to event managers and staff on health and safety matters.
- Contribute to the annual Health & Safety Review and report findings to the Board of Directors at the end of the Pride Planning year.
- Support the Safety & Security Director with developing and maintaining safety procedures, policies, and emergency protocols

Skills/Qualifications:

- Experience in safety and security management, preferably in large-scale events.
- Knowledge of health and safety legislation and best practices.
- Friendly, professional demeanor with excellent organizational and communication skills.
- Strong interpersonal skills and the ability to work collaboratively with internal teams and external security providers.
- Ability to remain calm and make quick decisions in high-pressure situations.
- First aid certification is required; security guard certification is an asset.
- Strong problem-solving skills and the ability to manage time and stress effectively.
- Ability to assist with emergency management and incident investigations.
- Experience working in event coordination or public safety is a plus.



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Last Updated On:	02-01-2025	Updated By:	Brittney Frias
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