



Tour Officer
CL3 Clerk 3
Regular Full Time
Manitoba Legislative Assembly
Visitor Tour Program
Winnipeg MB
Advertisement Number: 014325
Salary(s): CL3 \$1,811.78 - \$2,130.05 bi-weekly
Closing Date: January 9, 2026

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to Indigenous people and visible minorities. Applicants are requested to self-declare at the time of application.

The incumbent is a non-partisan employee of the Legislative Assembly and not a government employee.

Reporting to the Manager, the Tour Officer assists in the day to day operations of the Manitoba Legislative Assembly Visitor Tour Program by providing excellent visitor services, reservation services, guided tours, responding to public inquiries in person, via e-mail, and on the phone, coordinating and conducting staff training sessions, liaising with Education and Outreach Services, and coordinating resources in the office to ensure efficient operation of the program.

Conditions of Employment:

- Must be, and remain, politically non-partisan in both perception and fact
- Must be legally entitled to work in Canada
- Willingness to work occasional weekends and evenings.

Essential Qualifications:

- Fluently bilingual in English and French
- A post-secondary education in a relevant field such as Marketing, Humanities Studies, Language Studies, Political Science, or Canadian and Manitoba History, or an appropriate combination of education, skills and experience appropriate to the position.
- Excellent oral and written communication skills, including the ability to prepare materials for correspondence, presentation, and publication.
- Ability to communicate with tact and diplomacy when dealing with the public, Members of the Legislative Assembly and staff.
- Excellent organizational skills with the ability to effectively manage a high volume of work.
- High level of attention to detail and accuracy.
- Ability to work on a team as well as independently with minimum supervision.
- Experience with Microsoft Office Software.
- Must be physically able to lead a group throughout the building.

Desired Qualifications:

- Knowledge of the roles Indigenous peoples have played in the histories of Manitoba and Canada.
- Familiarity with the purpose and function of the Legislative Assembly of Manitoba.

Duties:

- Delivers high quality interpretive programming in both French and English, such as guided tours, public events and programs, and visitor information services to facilitate connections between the public and the Legislative Building.
- Receives and processes reservation inquiries via phone, e-mail, and in person.
- Working independently, the Tour Officer successfully completes projects and other work as assigned, leveraging strong planning, time management, organizational, and social skills.
- Develops and delivers training sessions to VTP and building staff. Examples of training sessions include but are not limited to MLA Recognition Training, Staff Training, and Professional Development.
- Assists in developing, recommending and implementing Interpretation products for use by visitors in relation to tours and other project work, as assigned.

Applicants may request a copy of the detailed position description, by emailing hr@legassembly.mb.ca, and quoting Advertisement No. 014325.

Apply to:

Advertisement No. 014325
Manitoba Legislative Assembly
Human Resource Services
302-386 Broadway
Winnipeg, MB R3C 3R6
Phone: 204-945-7279
Fax: 204-948-3115
Email: hr@legassembly.mb.ca

Competitive process: The competition will include a board interview and a written assessment. The successful candidate will be subject to a six (6) month probationary period.

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

We thank all who apply and advise that only those selected for further consideration will be contacted.