



Position Summary

Reporting to the Parliamentary Education Supervisor, the position is responsible for the delivery of comprehensive factual and informative tours of the Saskatchewan Legislative Building in both French and English, with emphasis on its history, relevance, and place within Saskatchewan and Canada.

Primary Responsibilities

- Conducts tours of the Saskatchewan Legislative Building by communicating factual information in French or English to visitors.
- Explains the history and architecture of the Legislative Building and how it fits into Saskatchewan politics, the origin and function of parliamentary democracy and tradition, while adjusting the information in such a way as to make it meaningful and accessible to a variety of audiences.
- Facilitates school group visits, which includes: conducting educational tours, connects the group to their MLA for an informal visit, and assists with setting up the group for a photo with their MLA, ensuring time constraints are followed as outlined in a schedule prepared by the tour coordinator.
- Responsible for informing the public the importance of not touching the artefacts on display during public tours and programs.
- In case of emergencies, (i.e. evacuations) assumes responsibility for escorting groups out of the Legislative Building in a quick and orderly manner.
- Records statistical information on visitors to the Legislative Building for review by senior staff.
- Responds to inquiries by phone or in person relating to tour information, directing phone calls to the appropriate person or office and providing tourism materials (brochures, maps, etc.) to out of town visitors.
- Assists in the execution of branch projects, programming, and Legislative Assembly Special Events (Opening Day, Budget Day, Remembrance Day Service, Royal Visits, etc.).
- Is required to work independently (without direct supervision) on weekends and holidays to ensure the delivery of branch services.

Job Knowledge

Grade 12 diploma, supplemented by classes in history and parliamentary process, training or experience in public speaking, and proficiency in written and oral language skills in both English and French.

Employees of the Legislative Assembly Service are expected to provide non-partisan confidential service to all Members of the Legislative Assembly.

***Successful Candidates must be available to work the schedule as noted in the advertisement.
Candidates must be legally entitled to work in Saskatchewan.***