

**Bilingual Tour Guide****CL2 Clerk 2**

Casual – Multiple Positions

Manitoba Legislative Assembly

Winnipeg MB

Advertisement Number: 10126

Salary(s): CL2 \$20.55-\$24.01 per hour

Closing Date: January 24, 2026

The incumbent of this position is an employee of the Legislative Assembly.

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.

This is a summer position (full-time) from May 18, 2026, to September 7, 2026. Candidates must be available for training May 18- May 22, 2026, from 9am – 4pm each day. Hours of work will be scheduled at the end of training; candidates must be available to work flexible shifts including weekdays, weekends and occasional evenings.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Willingness to work on a flexible work schedule including weekends and occasional evenings.

Qualifications:**Essential Skills/Expertise:**

- Relevant Education - currently enrolled in a degree or diploma program with a focus on Admin, Marketing, Humanities Studies, Language Studies, Political Science, or Canadian and Manitoba History
- Ability to communicate clearly to groups using tact and diplomacy in English and French
- Experience dealing with the public providing exceptional customer service
- Good organizational skills with the ability to prioritize
- Sound professional judgment with the ability to positively contribute to a team environment
- Demonstrated ability to act independently and be resourceful and adapt to constantly changing situations
- Strong accuracy and ability to pay attention to detail
- Excellent written communication skills and ability to prepare written correspondence
- Experience using creativity to express ideas and concepts

Desired Skills/Expertise:

- Experience leading guided tours
- Ability to briefly lift up to 20lbs on an occasional basis

Duties:

- Reporting to the Manager, Visitor Tour Program, the incumbent will be responsible for providing visitors to the historical Manitoba Legislative building with high quality English, French or Bilingual interpretive guided tours. The incumbent will also be responsible for regular office duties and research.

Apply to:

Advertisement No. 10126
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

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

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

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.