

**Hansard Media Technician****TA2 Media Technician 2**

Casual – Multiple Positions
Manitoba Legislative Assembly
Hansard Branch
Winnipeg MB

Advertisement Number: 010424**Salary(s):** \$24.64-\$29.24 per hour**Closing Date:** February 7, 2024

The incumbent of this position is an employee of the Legislative Assembly, not a civil servant.

The Hansard Branch of the Manitoba Legislative Assembly is responsible for the verbatim record of the debates while the Legislative Assembly is in session. The Branch consists of skilled, dedicated employees working to produce a high-quality document as a part of Manitoba's history.

This is Casual employment with work periods typically occurring from March to June and October to December of each year.

To be considered for this competition you must submit an application form. See below for further instructions.

Qualifications:**Conditions of Employment:**

- The incumbent must be, and remain, politically non-partisan in both perception and fact
- Must be legally entitled to work in Canada
- Must be available to work flexible hours while the Legislature is in session

Essential skills/expertise:

- Relevant background experience/education working within information technology systems (i.e. networked audio/visual) and/or digital audio/video equipment and operations
- Demonstrated experience setting up audio for reinforcement, broadcast and recording, including the ability to troubleshoot audio signal flow
- Strong communication skills including the ability to communicate in a professional manner
- The ability to contribute to a team environment
- Highly developed listening skills including excellent attention to detail

Preferred skills/expertise:

- Knowledge/experience with MediaMatrix – Peavey Electronics, Dante networks, Q-SYS systems and Q-SYS Designer, and Raspberry Pi's, including equipment and operation
- AVIXA-Recognized AV Technologist Certificate and/or CTS Certification
- An understanding of parliamentary procedures

Duties:

The Casual Hansard Media Technician ensures quality digital audio recording, broadcast and sound reinforcement of all sittings of the Legislative Assembly, Standing and Special Committees within the Legislature, travelling committees and some non-legislative events. The incumbent is responsible to perform daily operation of Chamber, Committee, and remote recording, broadcast and sound reinforcement systems, including backup equipment via a main computerized audio matrix. Responsibilities include involvement in set-up / strike down of all in house, mobile sound, computer and recording equipment.

In order to be considered for this opportunity, applicants are required to submit an application form for screening purposes. Applicants are not required to submit a cover letter or a resume at this time; however, may be asked to submit a resume, references or other documentation at a later time.

Apply to:

Advertisement No. 010424
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

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

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

APPLICATION FORM

This document is available in alternate formats upon request.

You are not required to submit a cover letter, but may be asked to submit a resume, references, or other documentation at a later point if invited for further consideration.

The selection board will rely only on information provided in this form to determine whether a candidate will be invited for further assessment.

Advertisement #	010424
Job Title	Hansard Media Technician Casual
Department(s)	Hansard Branch, Manitoba Legislative Assembly
Location(s)	Winnipeg, MB

PART 1: APPLICANT INFORMATION (REQUIRED)

First Name:		Family (last) Name:	
Phone Number:		Email:	
Address:		City:	
Province:	Country:	Postal Code:	

I am currently employed with the Manitoba Government in a term, regular or departmental position.

**PART 2: SCREENING CRITERIA
(REQUIRED)**

*For each of the screening criteria for this position, describe how you meet the criteria, using significant examples from your experience. Experience can include work, volunteer and/or educational experience. **You must not exceed a maximum of 200 words per screening criterion.** Additional criteria may be reviewed at a later stage with candidates selected for further assessment.*

<p align="center">Screening criteria</p>	<p align="center">Describe how you meet each screening criterion, using specific examples as appropriate.</p> <p align="center"><u>You must not exceed a maximum of 200 words per screening criterion.</u></p>
<p>1. <i>Relevant background experience/education working within information technology systems (i.e. networked audio/visual) and/or digital audio/video equipment and operations.</i></p> <p>Please Describe your work and/or educational experience using audio production equipment and systems to record/process audio.</p>	
<p>2. <i>Demonstrated experience setting up audio for reinforcement, broadcast and recording, including the ability to troubleshoot audio signal flow.</i></p> <p>Please describe your process for ensuring accuracy and attention to detail with setting up audio for reinforcement, broadcast, and recording including the ability to troubleshoot audio signal flow.</p>	

3. *The ability to contribute to a team environment*

Describe a time when you worked in a team environment and what you did to contribute to the success of the team.

PART 3: EMPLOYMENT EQUITY DECLARATION
(VOLUNTARY)

The Manitoba government recognizes the importance of building an exemplary civil service that is inclusive and reflective of the population it serves. We encourage applicants to voluntarily self-declare if they are from any of the following employment equity groups: women, Indigenous people, visible minorities, and persons with disabilities.

[Click here for more information on the Employment Equity Policy.](#)

Please check the boxes that apply to you. Note that you may declare in one or more of the employment equity groups.

- WOMEN
- INDIGENOUS PEOPLE
- PERSONS WITH DISABILITIES
- VISIBLE MINORITIES

PART 4: APPLICATION DECLARATION
(REQUIRED)

By indicating “yes” in the adjacent box, I certify that the information provided on this application is accurate and complete to the best of my knowledge as of the date indicated below. I understand that falsified or misleading statements and omissions will result in rejection of this application and, if employed, may be cause for termination. (yes/no)	
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Date:

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