

**Gallery Attendant****CL2 Clerk 2**

Sessional and Casual

Manitoba Legislative Assembly

Chamber Branch

Winnipeg MB

Advertisement Number: 012326

Salary(s): CL2 \$21.17 – \$24.73 per hour

Closing Date: August 1, 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.

Introduction:

The Legislative Assembly of Manitoba seeks Gallery Attendants to join the Chamber Branch. Incumbents must possess excellent interpersonal skills and be conscious and aware of security matters while interacting with a large number of visitors each day. The incumbents are non-partisan employees of the Legislative Assembly, not government employees.

Conditions of Employment:

- Must be legally entitled to work in Canada
- The incumbent must be, and remain, politically non-partisan in both perception and fact.
- Satisfactory Criminal Record Check, Child Abuse Registry Check and Adult Abuse Registry Check.

Qualifications:**Essential:**

- Experience working with the public
- Security experience
- Ability to work independently
- Ability to work flexible hours with occasional overtime
- Excellent attention to detail, including the ability to identify and recognize MLAs and staff
- Strong interpersonal and verbal communication skills

Desired:

- Knowledge of political issues and parliamentary procedure

Duties:

The incumbent is responsible for controlling access to and ensuring the security of the Public Gallery during the Legislative session. The incumbent will occasionally provide a similar service for committee meetings. The Gallery Attendant is responsible for responding to inquiries from visitors and the public.

Work Schedule:

The majority of working days occur when the House is in session, however staff may be called intersessionally for committee meetings. Hours of work during session are:

- Monday and Wednesday afternoons;
- Tuesday and Thursday mornings and afternoons; and
- Occasional Friday mornings.

Some overtime and evening work may be required.

Apply to:

Advertisement No. 012326
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

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.