

<b>Position Title</b>	Parliamentary Player	<b>Classification</b>	Grid Level 6
<b>Branch</b>	Parliamentary Education Office	<b>Position #</b>	TBD
<b>Reports to</b>	Parliamentary Education Officer	<b>Date Updated</b>	November 2019

## PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

The mandate of the Parliamentary Education Office (PEO) is to provide informative and educational tools to the public to promote a better understanding of the parliamentary system in British Columbia. A critical component for the success of providing these services is the necessity for effective communication and close working relationships between this position and other positions in the branch.

## POSITION SUMMARY

Reporting to the Parliamentary Education Officer, the Parliamentary Player is responsible for delivering scripted monologues during guided tours of the Parliament Buildings and conducting historical vignettes. Players are also required to spend a significant amount of time interacting with the other historical characters, Summer Tour Guides, and visitors to the Parliament Buildings while remaining in character.

## RESPONSIBILITIES

1. Performs monologues and vignettes in costume as a historical character for elementary and high school groups, ESL students, the general public, travel groups, cultural associations, and dignitaries by:
  - convincingly portraying a character from British Columbia's past;
  - performing scripted monologues during official tours of the Parliament Buildings;
  - performing scripted vignettes; and
  - interacting with Summer Tour Guides and incorporate performances into guided tours.
  
2. Interacts with visitors, in character, inside the Parliament Buildings and on the front steps, driveway, and lawns, by:
  - welcoming visitors;
  - providing information about the character they portray, and about BC history;
  - creatively improving while remaining in character;
  - escorting visitors to accessible entrances; and
  - posing for photographs with visitors.

3. Assists in the Legislative Tour Office and performs other related duties as required, by:
  - attending staff meetings;
  - assisting at the podium when Summer Tour Guides are not present;
  - staying up to date on PEO and Legislative Assembly activity and events;
  - assisting with mail-outs to MLAs, Constituency Offices and schools; and
  - assisting with other administrative duties.
4. Assists with Parliamentary Education Office and Legislative Assembly programs and events as required, by:
  - performing at annual PEO events such as the BC Teachers' Institute and Christmas Lights Across Canada; and
  - assisting PEO staff at any other special events on the Legislative precinct.

## SELECTION CRITERIA

### Education, training and experience:

- Must be enrolled in an accredited post-secondary institution during the Fall 2019 and/or Spring 2020 semesters;
- Must have theatre and performance experience; and
- Experience working with children or ESL students will be considered an asset.

### Knowledge, skills and abilities:

- Knowledge of BC's political history and the history of the Parliament Buildings;
- Understanding and appreciation of how to communicate effectively to visitors of different ages and cultures;
- Possesses excellent teamwork skills;
- Convincingly and appropriately portray a historical character, and remain in character while in the public view;
- Creatively improvise while remaining in character;
- Ability to project voice to large audiences;
- Adapt performances to various audiences (elementary and high school groups, ESL students, local and international visitors, tour companies, cultural associations, and dignitaries) and to perform in a variety of locations with very short notice;
- Answer, refer or act on a wide variety of enquiries in an efficient, courteous, discreet and tactful manner; and
- Communicate in a secondary language will be considered an asset.

## COMPETENCIES

**Service Orientation** is understanding the service needs of a client/customer (internal or external) and actively focusing on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

**Teamwork and Cooperation** is working cooperatively with diverse teams, work groups and across the organization to achieve group and organizational goals. This includes communicating effectively and collaboratively with others.

**Results Focus** is taking action to achieve challenging goals or high standards. It is focusing on the desired outcomes, setting challenging goals, and taking action to meet or exceed them.

**Problem Solving and Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

**Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

**Listening, Understand and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to spoken and unspoken or partly expressed thoughts, feelings and concerns of others.