



Legislative Assembly Service

SASKATCHEWAN

If you are interested in this opportunity, please submit a cover letter and résumé by 5:00 p.m. (CST) **August 25, 2025**, to:

Production Assistant Competition
Attention: Maureen Bennett
Hansard Manager
Tel: (306) 787-1175
E-mail: careers@legassembly.sk.ca

**Please quote competition 1004686
in the subject line of your email.**

Clearly indicate in your résumé or cover letter where and how you have gained the required knowledge and qualifications. Selections for interview will be based on this information. Applications without a cover letter will not be considered.

Thank you for your expression of interest. Only candidates selected for interview will be contacted.

To learn more about the LAS and our Vision, Mission, and Values; and to find further information about the position, salary and benefits, please visit
<https://www.legassembly.sk.ca/las/employment/>

Production Assistant (part-time sessional, on site)

Imagine working at the heart of Saskatchewan's democratic process, where your technical expertise contributes directly to the preservation and accessibility of parliamentary debate. Based in the historic Legislative and Walter Scott Buildings in beautiful Wascana Park, this role offers the chance to grow, evolve, and contribute to something bigger. The Legislative Assembly Service (LAS) is dedicated to enhancing parliamentary democracy by providing impartial, non-partisan support to the Legislative Assembly. Our mission is to foster a transparent, participatory democracy, with a team committed to supporting the institution of parliament for the people of Saskatchewan.

The Parliamentary Publications branch of the LAS produces verbatim records and indexes of the debates which take place in the Legislative Assembly and its committees. The verbatim records are known as *Hansard*. They are published in English, as well as French when spoken. The branch is a deadline-driven environment as the verbatim is published quickly following a meeting's adjournment.

Reporting to the production supervisor, the production assistant provides production, publishing, and administrative support to ensure that the Legislative Assembly's print and digital verbatim publications are produced with speed and accuracy.

What You'll Do:

- Assist the production supervisor with *Hansard* production and publishing, including transcript quality control, formatting print and digital publications, scheduling event recordings, monitoring the digital audio system, monitoring workflow, training staff, and troubleshooting problems.
- Create shortcuts to expedite production, monitor and direct audio switchers, perform audio switching duties, and do a variety of administrative tasks such as compiling statistics and updating procedure manuals.
- Drive operational efficiency by streamlining production workflows, supporting editorial resource development, and handling daily office operations.
- This position may be assigned project or committee work as required.

What You Bring:

- Strong, up-to-date knowledge of Microsoft Office, especially Word and Outlook, as well as Adobe Acrobat.
- Working knowledge of print and digital publishing; and familiarity with digital transcription and other relevant technologies.
- Superior language skills (grammar, vocabulary, comprehension, proofreading, etc.), along with the ability to assist others in resolving technical problems.
- Proven ability to prioritize tasks in a deadline-driven environment; knowledge of or experience with process improvement; and strengths in adaptability, teamwork, and communication.
- The ability to work overtime as required.

Knowledge of publishing is typically acquired through a certificate in publishing or experience in the publishing industry or a related field. Awareness of Saskatchewan current affairs, politics, and history, and awareness of parliamentary procedure and publications would be assets.

This is a part-time sessional position which typically works for approximately 12 weeks from mid-February to May and for eight weeks from mid-October to early December, with intermittent work throughout the year. The production assistant must be available during the legislative session. Hours are typically 8:30 a.m. to 6:00 p.m. with the possibility of Monday, Tuesday, and Wednesday evenings during session.

All employees of the Legislative Assembly Service are required to provide non-partisan, confidential service to all Members of the Legislative Assembly.