CAREER OPPORTUNITY

Curator, Entomology

Heritage Resource Officer, Grid 30 (PhD) Salary: $69,905 - $80,033 per year
OR
Heritage Resource Officer, Grid 27 (Masters) Salary: $63,834 - $73,014 per year

The **Royal British Columbia Museum** is one of Canada's greatest cultural treasures. Our collections, research and presentations enable us to tell the stories of BC in ways that enlighten, stimulate and inspire. The Knowledge, Academic Relations & Atlas department has an exciting opportunity for a dynamic and creative person with a desire to share the Entomology collection with the world!

The Entomology Collection is among the most active and growing collections in the Royal BC Museum holdings: containing approximately 600,000 specimens and specimen lots. It is estimated that there are 35,000 insect species in British Columbia, yet fewer than half have been recorded. We are still at a very early and exciting stage of discovery of new species in entomology in this region.

Museum curators conduct original and general research on the collections emphasizing the value of specimens, objects and records in creating new knowledge and understanding about British Columbia's natural and human world in relation to national and global contexts. The Curator plans and participates in public programming through curating exhibits, popular writing and public speaking. As a key member of a team, the successful candidate will serve on a variety of committees involved in advancing the Museum's mission.

An advanced degree with an emphasis on taxonomy or systematics is required. Candidates at the Doctoral level are encouraged but exceptional Master's level candidates may be considered. The ideal person will have a minimum of 4 years' museum experience (or similar) and proven experience conducting original research in entomological systematics with emphasis on public outputs to research. You will have knowledge of exhibition development methodology and museum practices, including documentation standards. You will have excellent communication skills and be comfortable delivering presentations and providing information, identifications and expertise relating to Entomology and the museum across a wide diversity of audience.

This position requires Criminal Records Checks and all applicants must be legally entitled to work in Canada (be Canadian citizens or have landed immigrant status).

We are accepting applications for this opportunity until **midnight, March 10, 2015.** Please refer to the job description to ensure your application addresses the areas we will be looking at when assessing suitability for this opportunity. The job description, can be found at www.royalbcmuseum.bc.ca/employment

Please submit your application to the Human Resources branch quoting Competition RB2015:03, via email to: *humanresources@royalbcmuseum.bc.ca*

POSITION DESCRIPTION
Royal BC Museum

POSITION TITLE:	Curator, PhD	POSITION NUMBER(S):	47214, 44788, 47222, 79948, 47216, 47223, 47212, 54688
DIVISION:	Archives, Collections & Knowledge		
DEPARTMENT:	Knowledge, Academic Relations & Atlas	UNIT	Knowledge
SUPERVISOR'S TITLE:	Head of Knowledge, Academic Relations & Atlas	POSITION NUMBER	88705
SUPERVISOR'S CLASSIFICATION:	Business Leadership	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Heritage Resource Officer 30	CLASS CODE:	
ENTERED BY:	Barb Shaw	PHONE NUMBER:	

ORGANIZATION OVERVIEW

The Royal BC Museum is one of Canada's greatest cultural treasures. Our collections, research and presentations enable us to tell the stories of BC in ways that enlighten, stimulate and inspire. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of BC, and provides for a dynamic forum for discussion and a place for reflection. We have over 10 million objects and specimens and millions of significant government documents and records; substantial photographic, audio and video collections; artworks; and an extensive library of publications. Through research and learning, we strive to broaden understanding about our province and inspire curiosity and wonder. We are passionate about sharing British Columbia's story with the millions of visitors who walk through our doors and explore our website each year.

DEPARTMENT OVERVIEW

The mandate of this department is to ensure that the historical records of the province, including the human and natural history of the province, and the archives of the provincial government, are preserved, managed and made permanently available, usable and authentic in accordance with accepted legal, scientific and archival standards, and to disseminate information about the collection by the best means available. The department is also responsible for providing intellectual access to the corporation's natural and human history collections and for the co-ordination and provision of a central referral service to museum collections and curatorial information.

PURPOSE OF POSITION

Under the direction of the Department Head, Knowledge, Academic Relations & Atlas, this position is responsible for the following functions: to collect, preserve, and make available objects, specimens and artifacts documenting the human and natural history of the province that meet the criteria of the Collections Plan. Curators work with collections managers in a team environment to follow best practices and make informed decisions regarding acquisitions, care and handling, storage and access to the holdings. Curators conduct original and general research on the collections and on the areas of their individual specialties in order to interpret and disseminate knowledge about the collections and about their discipline or specialty in relation to the collections. Research projects must be collections based and have public outputs and have a collaborative component. Research projects are defined in the RBCM research strategy and approved by the Executive Committee and for which outputs are measured and evaluated.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Represents the Royal BC Museum as a specialist (at PhD level) and is recognized as a professional by international body of peers:
    a. develops and performs original scholarly research that is grounded in the museum and archival collections; and applies a broad knowledge and responsibility across several fields of study;
    b. designs new approaches and demonstrates proven research techniques to identify, describe and investigate new species/objects, and conducts original collections based research;
    c. scholarly research and publications are refereed by peers before publication;
    d. acts as peer reviewer for other specialists and/or scientists;
        i. comments on manuscripts proposed for publication and applies scientific and scholarly research methodology to ensure manuscripts meet accepted scholarly standards of proof;
        ii. advises editor on changes and/or makes recommendations regarding peer submissions;
        iii. guides other scientists and researchers in areas of expertise; and
        iv. engages/participates as an expert on multi-disciplinary research teams in partnership with peers in other disciplines.
    e. qualified to teach at an accredited University or College (as an adjunct to University/College department);
    f. is a recognized expert, provincially, nationally and internationally in area of specialty;
    g. sits on national and international committees as a recognized expert in field of study;
    h. holds membership and/or participates in provincial, national and international professional associations (e.g., Society for Preservation of Natural History Collections, Native American Art Studies Association);
    i. represents the Royal BC Museum on provincial, national, international agencies and committees involved in discussion regarding research and collections (including repatriation and treaty negotiations);
    j. participates with peers at the federal level to review and approve funding proposals from other organizations in area of expertise; and
    k. provides content expertise to public programs, publications and exhibits storyline(s).

2. Manages Royal BC Museum projects, collections, and public program activities. Recommends acquisition of artifacts to enhance collections:

    a. develops research plans, funding proposals, and projects in line with the Royal BC Museum's Service Plan, including the development and management of budget;
    b. develops requests for proposals (RFPs), selects contractors and confirms performance of contractor;
    c. provides curatorial expertise to exhibits, and manages the overall implementation of the exhibit projects, including writing storyline copy;
    d. secures, selects and recommends artifacts, specimens and archival material for acquisition and de-accession;
    e. may negotiate loans of artifacts from other organizations;
    f. researches, develops and recommends large (>$1 million) projects to be undertaken by the corporation;
    g. lectures, trains and/or writes in area of specialty for colleagues (i.e., publications, conferences) and the general public (Live at Lunch, docent training). Responds to requests (written, phone and in person) for object identification and specialty information;
    h. provides expertise to other departments as requested;
    i. manages collections planning and development and is responsible for overall collection management standards;
    j. evaluates priorities for preservation, storage, registration and digitization of artifacts, specimens and archival material and ensures collections management function is performed in line with the Royal BC Museum's strategic goals and objectives; and
    k. sets standards for specimen, artifact and record preparation and data acquisition.

3. Supervises students, Research Associates and volunteers:

    a. eligible to apply to Faculty of Graduate Studies to supervise graduate (Masters/PhD level) students;
    b. may act as project lead and will direct staff (regular, auxiliary, co-op), Research Associates and volunteers;
    c. in consultation with the Department Head, sets priorities for collections manager(s);
    d. trains docents and volunteers in area(s) of specialty; and
    e. prepares performance plans and writes appraisals as required for Research Associates, Co-op students and volunteers.

4. Eligible to receive and apply for grants such as those provided by Natural Science Research Council and Social Science and Humanities Research Council and performs other related duties as required:

    a. manages the funding when it is submitted to the Royal BC Museum; and
    b. reports out on the project funded by the grant.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff		
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role		# of FTE's	Role		# of FTE's
Supervises students or volunteers	☐		Provides formal training to other staff	☐	
Lead project teams	☐		Assigns, monitors and examines the work of staff	☐	

WORKING CONDITIONS

The Royal BC Museum is open every day of the year, except Christmas Day and New Year's Day. As a result, work schedules vary for every department. The majority of union employees are on a 'flexible schedule' where employees schedule their work based on operational requirements for a total of 70 hours each bi-weekly period and at no more than 10 hours per day.

INCUMBENTS

NAME: Dr. Richard Hebda	DATE:	I have read and understand this job description
NAME: Dr. Kendrick Marr	DATE:	I have read and understand this job description
NAME: Dr. Gavin Hanke	DATE:	I have read and understand this job description
NAME: Dr. Tsu-I Chung	DATE:	I have read and understand this job description
NAME: Dr. Lorne Hammond	DATE:	I have read and understand this job description
NAME: Dr. Melissa Frey	DATE:	I have read and understand this job description
NAME: Dr. Martha Black	DATE:	I have read and understand this job description
NAME:	DATE:	I have read and understand this job description

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: (Date).
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME: Dr. Kathryn Bridge	SIGNATURE:	DATE:

SELECTION CRITERIA

Education:

- Doctorate in entomology or a closely related field from an accredited university with an emphasis on taxonomy or systematics
- Capable or qualified for cross appointments in universities.

Experience:

- 4 years museum experience – or similar environment.
- Proven experience in planning, implementing and conducting original research in entomological systematics with an emphasis on public outputs to research.
- Proven practical experience in specimen identification.

Knowledge:

- Knowledge of exhibit development methodology; and
- Knowledge of museum practices and standards, including documentation standards.
- Broad knowledge of biology and natural history.

Skills / Abilities:

- Excellent interpersonal and communication skills;
- Demonstrated ability and experience delivering oral and written presentations at both popular and technical levels;
- Demonstrated ability to interact well with the general public;
- Demonstrated ability to work well in a team environment and independently with little direct supervision;
- PC computer literate with MS Windows operating system including MS Word and MS Excel; and
- Proven ability with the use of database software, GIS and mapping software – statistical packages an asset.

Note: Irregular shifts, including evenings and weekend work and field work in remote locations may be expected. A valid driver's license is required.

NOTE: this job description describes the duties and qualifications at the PhD level. The Education requirement at the Master's level is:

Education

- Master's degree in entomology or a related scientific field from a recognized University

At the Master's Level, the following accountabilities of the attached job description do not apply:

- Section 1: d, e, g, i and j
- Section 2: b
- Section 3: a