

The **Royal BC Museum** sits on the Traditional Territory of the Lekwungen (Songhees) and Xwsepsum (Esquimalt) Peoples. The museum and archives explore the province's human history and natural history, advances new knowledge and understanding of BC, and provides a dynamic forum for discussion and a place for reflection. The Royal BC Museum celebrates culture and history, telling the stories of BC in ways that enlighten, stimulate and inspire. The museum is a hub of community connections in BC.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer please advise Human Resources if any accommodations are required to assist you to ensure equitable participation in this hiring process.



EMPLOYMENT OPPORTUNITY

Collections Manager, Archaeology – Temporary, Full-Time Position

Starting Salary: \$56,032 - \$63,565

Royal British Columbia Museum

The Royal BC Museum (RBCM) was established in 1886, making it one of the oldest continually operating museums in Canada. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of British Columbia, and provides for a dynamic forum for discussion and a place for cultural reflection.

The RBCM, which includes the provincial archives, is undergoing modernization. Modernization is a complex, transformational process that not only impacts the museum's physical presence and facilities, but also requires the museum team to undergo adaptive and technical organizational changes.

The Indigenous Collections and Repatriation (ICAR) department works closely with First Nations communities and Indigenous organizations by establishing and maintaining authentic, respectful and meaningful relationships, providing access to and stewardship of Indigenous collections, supporting community capacity building where requested, facilitating the repatriation of ancestral remains and the transfer of cultural belongings at the request of communities.

ICAR works closely with other RBCM departments to explore opportunities for research, learning, exhibitions, and special projects that support the museum's mandate and goals. ICAR also works closely with government agencies, Ministry of Indigenous Relations and Reconciliation, Archaeology Branch, BC Archives and Heritage Branch.

The Collection Manager, Archaeology is responsible for managing the deposit process for routine acquisitions, tracking and issuing provincial catalogue numbers, planning and conducting collections management projects and activities related to the Archaeology collection. The collection manager is also responsible for working with Indigenous communities, researchers, and commercial archaeologists, providing access and facilitating research. The collection manager is responsible for preserving the collection, digitizing collections and documents, and preparing the collections for a move to a new building. The collection manager will collaborate with colleagues throughout the organization and in the community to plan and participate in Learning programs, exhibits, popular and technical writing, public speaking, workshops and other public events, as well as answering public inquiries.

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Requirements include a Bachelor's Degree in history, archaeology, museum studies or related discipline or a combination of Indigenous knowledge systems, lived experience and education.

Additional skills/abilities that would be an asset include extensive information gathering and research skills; the ability to direct and oversee volunteers, students and contractors; and the ability to synthesize ideas and information. Applicants must be able to meet travel requirements, to travel to and from work at offsite locations; have a valid driver's licence and be able to lift 18 kg to waist level in a straight lift as per ergonomic guidelines.

This position requires Criminal Records Checks under the BC Public Service Screening Policy and the Criminal Records Review Act and all applicants must be legally entitled to work in Canada (have Canadian citizenship or permanent resident status).

Please refer to the full job description and selection criteria to ensure your application addresses the areas we will be looking at when assessing suitability for this opportunity.

An eligibility list may be established to fill future temporary and permanent vacancies.

Please submit your application in pdf format by June 17, 2022 with the following subject line: Last Name, First Name, RB2022_15 via email to: RBCMapapplications@royalbcmuseum.bc.ca

POSITION TITLE:	Collections Manager, Archaeology	POSITION NUMBER(S):	131997
DIVISION:	Engagement and DRIPA Implementation		
DEPARTMENT:	Indigenous Collections and Repatriation	UNIT	
SUPERVISOR'S TITLE:	Director of Indigenous Collections and Repatriation	POSITION NUMBER	114330
SUPERVISOR'S CLASSIFICATION:	Band 4	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Heritage Resource Officer 18	CLASS CODE:	635103
APPROVED B		PHONE NUMBER	

ORGANIZATION OVERVIEW

The Royal BC Museum is situated on the territories of the Lekwungen People, known today as the Songhees and Xwsepsum First Nations.

The Royal BC Museum (RBCM) was established in 1886, making it one of the oldest continually operating museums in Canada. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of British Columbia, and provides for a dynamic forum for discussion and a place for cultural reflection.

The RBCM, which includes the provincial archives, is undergoing modernization. Modernization is a complex, transformational process that not only impacts the museum's physical presence and facilities, but also requires the museum team to undergo adaptive and technical organizational changes.

As an institution that encourages gathering, learning, critical thinking, self-reflection and thought-provoking experiences for people of all ages, modernization demands that the museum evolve and remain relevant to the communities it serves and in doing so, the team must embody and exemplify a commitment to:

- being accountable for our individual and collective learning and embracing informed, values-based ways of working that honours diversity, inclusivity, accessibility and equity such that this commitment is evident in our interactions and relations with one another internally, and also with visitors, the public, our industry and business partners, and our community stakeholders. Being a place where diverse peoples and communities of British Columbia feel welcome in the museum and supported as they tell their truths and share the lived experiences of their current and past generations.
- honouring and presenting an authentic human history that represents a vibrant, diverse province that exists today, which is central to RBCM's transformation.
- Incorporating an informed and values-based adoption, dissemination and implementation of Truth and Reconciliation principles, DRIPA and the province's DRIPA Action Plan.
- being a centre of respectful, inclusive, self-motivated, team-focused collaboration.

RBCM has over 7 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, learning, outreach and community engagement, we strive to broaden understanding about our province and inspire curiosity and wonder.

DEPARTMENT OVERVIEW

The Indigenous Collections and Repatriation (ICAR) department is comprised of six collection areas and a team of 13 full time staff that care for the following materials:

1. Indigenous Materials (16,000+ items)
2. Photo Collection (65,000+ photos)
3. A/V Collection – Audio (3,700+), Film (17), Video (34)
4. BC Archaeology (230,000+ objects)
5. Historic Documents related to the materials in the collection (350,000+ documents)
6. Publications and Resource (2,500 items)

ICAR works closely with First Nations communities and Indigenous organizations by establishing and maintaining respectful and meaningful relationships, providing access to and stewardship of Indigenous collections, supporting community capacity building where requested, facilitating the repatriation of ancestral remains and the transfer of cultural belongings at the request of communities.

ICAR works closely with other RBCM departments to explore opportunities for research, learning, exhibitions, and special projects that support the museum's mandate and goals.

ICAR works closely with government agencies, Ministry of Indigenous Relations and Reconciliation, Archives and Heritage Branch on projects of shared interest.

PURPOSE OF POSITION

The Collection Manager, Archaeology: is responsible for managing the deposit process for routine acquisitions, tracking and issuing provincial catalogue numbers, planning and conducting collections management projects and activities related to the Archaeology collection. The collection manager works with Indigenous communities, researchers, and commercial archaeologists, providing access and facilitating research and responding to public inquiries. The collection manager is responsible for preserving the collection, digitizing collections and documents, and preparing the collections for a move to a new building. The collection manager will collaborate with colleagues throughout the organization and in the community to plan and participate in learning programs, exhibits, popular and technical writing, public speaking, workshops and other public events.

INSTITUTIONAL RESPONSIBILITIES

- Work on initiatives that further the museum and archives' obligations under UNDRIP, TRC, DRIPA and the Task Force Report.
- Support the Museum's mission, vision, values and core commitment to being user-centred, supporting Indigenous voices, and embedding institutional relevancy for the future.
- Contribute to and support the Museum's strategic plan, annual priorities and institutional initiatives such as diversity advancement.
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity and community engagement.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Manages archaeology collections artifacts and performs collections management functions by:
 - Preparing the collections to move to a new purpose-built collection and research building in 2024/2025. Preparing and preserving artifacts for research purposes according to varied but standardized procedures.
 - Develop descriptions for accessioned artifacts as specifically as possible, preferably without in-depth study, using various appropriate resources.
 - Registering, grouping, organizing and storing artifacts and associated data including organizing collections according to the Borden System.

- Using expertise to prepare artifacts for the collection and correct any mislabelling or misfiling.
 - Entering data, investigating anomalies and maintaining the integrity of the collection database.
 - Conducting various surveys on the status of the collection, as required.
 - Assisting researchers and Indigenous communities, both in person and remotely, with access to the collection.
 - Applying community feedback appropriately to specific objects.
 - Facilitating loans by retrieving, packaging, permitting and inspecting condition of artifacts.
 - Updating the classification or organization of the collection to reflect current practices where appropriate.
 - Maintains all collections objects according to the Collections Maintenance Plan by performing regular inspections for pest in co-operation with Conservation staff.
 - Liaising with Indigenous communities on access and rights.
- Plans and carries out collections management projects to enhance understanding, access and integrity of the collection by:
 - In consultation with the Curator, plans and conducts collection development activities including routine deposits, repatriation, acquisition, deaccessions, transfers, exchanges or loans of collections using various appropriate resources (i.e. Collection Policy and Procedures).
 - Contributes to the Royal BC Museum Learning Department and performs related duties by:
 - Assisting in the development and delivery of Learning Department programs, special events and exhibits in area of speciality, in conjunction with other curatorial staff and Indigenous partners/curators/community representatives.
 - Providing general assistance for events.
 - Supports the archaeological community and crown agencies by:
 - Receiving, tracking, and storing routine acquisitions from permitted archaeological fieldwork.
 - Tracking and issuing Provincial Catalogue numbers.
 - Providing assistance with the Provincial Register of Heritage Objects (aka. The Provincial Catalogue).
 - Providing assistance and advice about heritage repositories in BC.

Details relating to accountabilities and deliverables will be further outlined each year in the annual departmental plan.

FINANCIAL RESPONSIBILITY

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

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors	0	0

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

Role	# of FTE's	Role	# of FTE's
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Supervises students or volunteers	<input checked="" type="checkbox"/>		Provides formal training to other staff	<input checked="" type="checkbox"/>	
Lead project teams	<input checked="" type="checkbox"/>		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. You must be willing to work evenings and/or weekends as necessary, to meet the objectives of the position.

VALUES – Every employee is expected to demonstrate the following values during the course of their work

Accountability, Community, Creativity, Diversity, Partnership, Service

INCUMBENT

NAME:	DATE:	I have read and understand this job description
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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:	SIGNATURE:	DATE:
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SELECTION CRITERIA

Candidates are initially assessed on the Education and Experience criteria. Those who meet these criteria will be invited to demonstrate their knowledge, skills, abilities and behavioural competencies through various assessment methods.

Education:

- Bachelor Degree in history, archaeology, museum studies or related discipline; OR
- A combination of Indigenous knowledge systems, lived experience and education.

Experience:

- Progressively responsible work experience in a museum, gallery, cultural centre or within a community with a focus on collections preparation, documentation, care and supervision;
- Experience applying community feedback appropriately to specific objects and developing, in consultation with communities, protocols for storage, handling and placement of objects.

Knowledge:

- Working knowledge of the history of British Columbia;
- Broad knowledge of archaeological artifacts;
- Knowledge of BC Indigenous communities including previous and current names of linguistic groups and Nations, and affiliations with tribal councils and groups.

Skills/Abilities:

- Extensive information gathering and research skills;
- Ability to direct and oversee volunteers, students and contractors;
- Ability to synthesize ideas and information;
- Able to meet travel requirements, to travel to and from work at offsite locations;
- Have a valid driver's licence;
- Able to lift 18 kg to waist level in a straight lift as per ergonomic guidelines.

COMPETENCIES

Cultural Agility – is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a person shift in perspective.

Building a Trust-based Relationship – requires a fundamental understanding that “relationship” is the foundation from which all activities happen, and that building a good relationship takes time and commitment. Building a trust-based relationship requires a high level of consciousness of the experience of Indigenous people and assumes that strengths abound in Indigenous people, cultures and communities.

Collaborative Planning, Organizing and Coordinating – involves shared planning, establishing priorities jointly, and assigning resources accordingly with sensitivity to competing demands. It is expressed by building plans together prior to acting, and ensuring that plans and resourcing align with evolving interests and needs.

Open Listening – means listening to and valuing the telling of stories, and letting pauses in conversation extend into silence. It's an awareness of personal bias or judgement and its effect on one's ability to hear.

Results Orientation - is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); challenging goals one has set; or even improving or surpassing what has already been done (continuous improvement). Thus a unique accomplishment also indicates Results Orientation.

Service Orientation - implies a desire to identify and serve customers/clients, who may include the public, colleagues, partners (e.g., educational institutes, non-government organizations, etc.), co-workers, peers, branches, ministries/agencies and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client needs.

Teamwork and Cooperation - Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.