

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

Director, Indigenous Collections and Repatriation – Full-Time Position

Salary Range: \$93,700.24 - \$123,200.20

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.

Under the strategic direction of the Indigenous Advocacy and Advisory Committee and RBCM's corporate planning framework (principally its mission, vision, strategies and policies), the Director of ICAR leads, develops and manages a department that:

- Assists Indigenous communities who request the repatriation of ancestral remains and the transfer of cultural materials originating in their communities, the Director issues periodic reports on achievements, encourages cooperation and the sharing of best practice, makes recommendations around repatriation at provincial, national and international levels, and supports the British Columbia Treaty Process as required.
- Supports capacity building through the provision of training, advice and other supports to those caring for heritage in Indigenous communities.

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.

- Deepens public understanding of Indigenous history and culture through the responsible stewardship, development and interpretation of RBCM's extensive Indigenous collections.
- Produces scholarly interdisciplinary research that advances understanding of RBCM's Indigenous collections and archives, is relevant to contemporary society, and is capable of being presented across a variety of media to a broad audience.
- Collaborates with Indigenous people of British Columbia to produce concepts and content for innovative, provocative and audience-focused public programs, exhibitions and websites.

Requirements include a formal education in anthropology or equivalent combination of training and experience. This position requires a minimum 5 years' experience providing departmental or institutional leadership within a research institution, cultural organization or relevant commercial entity, and lived experience and understanding of Indigenous Knowledge Systems. Additionally, this position requires experience working with BC First Nations in heritage preservation, curating exhibitions on Indigenous cultures, experience with community development, building and managing strategic partnerships, securing and managing external funding and experience developing partnerships on complex projects.

Additional skills/abilities that would be an asset include the ability to forge relationships with public, partners and stakeholders, the ability to engage in public relations, hold others accountable for delivering on goals, lead and work collaboratively as part of a team and encourage the development of unique approaches and creative solutions. The ability to speak an Indigenous language would be an asset.

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.

Please submit your resume and cover letter in pdf format by June 30, 2022 with the following subject line: Last Name, First Name, RB2022_16 via email to: RBCMapplications@royalbcmuseum.bc.ca

POSITION DESCRIPTION

Royal BC Museum

POSITION TITLE:	Director, Indigenous Collections & Repatriation	POSITION NUMBER(S):	114330
DIVISION:	Engagement and DRIPA Implementation		
DEPARTMENT:	Indigenous Collections and Repatriation	UNIT	
SUPERVISOR'S TITLE:	Vice President, Engagement and DRIPA Implementation	POSITION NUMBER	130908
SUPERVISOR'S CLASSIFICATION:	Band 6	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Band 4	CLASS CODE:	
ENTERED BY:	BC Public Service Agency	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 material 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, Archaeology Branch, the BC Archives and Heritage Branch on projects of shared interest.

Director of Indigenous Collections and Repatriation

PURPOSE OF POSITION

Under the strategic direction of the Indigenous Advocacy and Advisory Committee and RBCM's corporate planning framework (principally its mission, vision, strategies and policies), the Director of Indigenous Collections and Repatriation leads, develops and manages a department that:

- Assists Indigenous communities who request the repatriation of ancestral remains and the transfer of cultural materials originating in their communities, the Director issues periodic reports on achievements, encourages cooperation and the sharing of best practice, makes recommendations around repatriation at provincial, national and international levels, and supports the British Columbia Treaty Process as required.
- Supports capacity building through the provision of training, advice and other supports to those caring for heritage in Indigenous communities.
- Deepens public understanding of Indigenous history and culture through the responsible stewardship, development and interpretation of RBCM's extensive Indigenous collections.
- Produces scholarly interdisciplinary research that advances understanding of RBCM's Indigenous collections and archives, is relevant to contemporary society, and is capable of being presented across a variety of media to a broad audience.
- Collaborates with Indigenous people of British Columbia to produce concepts and content for innovative, provocative and audience-focused public programs, exhibitions and websites.

INSTITUTIONAL RESPONSIBILITIES)

- 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.
- Promote the museum's positive response to UNDRIP, TRC, DRIPA and the Task Force Report.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Vision and Leadership

- Establish and maintain authentic, respectful, meaningful relationships with appropriate representatives of the First Nations of British Columbia.
- Communicate the vision of RBCM's Indigenous Advocacy and Advisory Committee across the museum, Indigenous communities and the public in general.
- Collaborate with the First Peoples' Cultural Council, Indigenous Advocacy and Advisory Committee and Indigenous communities in the development, implementation and routine review of RBCM's Indigenous Strategy, the generation of any new policies and the revision of existing ones (including RBCM's Indigenous Materials Operating Policy), ensuring full coordination with related strategies (including RBCM's collections and research strategies) and policies as appropriate.
- Develop departmental planning and individual staff goals to deliver the Indigenous Strategy.
- Provide motivational and accessible leadership that reflects institutional values, celebrates reputational strengths and addresses departmental development areas as they are encountered.
- Inspire a culture that sets ambitious and achievable goals, operates with shared accountability for outcomes and emphasizes personal and professional growth.
- Identify opportunities for team members to collaborate across the museum and archives, ensuring that learning is leveraged and applied across all departments.

Management

- Act as administrator to the Indigenous Advocacy and Advisory Committee supporting the Chair as required, ensuring the smooth functioning of the Committee, organizing meetings and maintaining effective records and administration.
- Provide effective, consistent and accessible management by communicating work requirements in accordance with department plans, delegating responsibilities as required, securing ideas and feedback from staff to encourage a collegial environment, and monitoring and directing teams as required.
- Ensure appropriate staff recruitment and selection, considered approval of leave, meaningful performance evaluation, professional development whenever possible and disciplinary actions as required.
- Plan, develop, implement and supervise short and long-term projects that have clear goals, objectives and outcomes and accord with approved RBCM project management processes.
- Provide regular repatriation status updates to the Executive Committee, Indigenous Advocacy and

Collections Stewardship

- Ensure a collaborative approach to collections management through effective communication and planning with Indigenous communities, the Director of Collections, collecting institutions and stakeholders.
- Collaborate with the Director of Collections in the development, implementation and routine review of RBCM's Collections Strategy and Collections Policy, ensuring full coordination with the Research Strategy.
- Collaborate with the Director of IT and Digital to develop and grow the collection management system in ways that enrich content and improve access.
- Support the collections acquisition process by:
 - a) Attending the Collections Committee and in so doing ensuring rigorous adherence to the Research Strategy, Collections Strategy and Collections Policy.
 - b) Supporting the Director of Philanthropy in securing funding for acquisitions.

Repatriation and Capacity Building

- Collaborate with Indigenous communities to conceptualize, develop, implement and manage a proactive repatriation program that will result in the repatriation of ancestral remains held by RBCM as a matter of urgency, and facilitate the transfer of important cultural materials from RBCM and where appropriate and possible, other museums – both domestic and foreign – where requested by the source community.
- Provide training and advice to Indigenous communities on the preservation and development of their tangible and intangible cultural heritage.
- Conceptualize and deliver a grants program aimed at supporting those responsible for the preservation and development of tangible and intangible cultural heritage in Indigenous communities.
- This position may also call on the incumbent to prepare a comprehensive inventory of Indigenous belongings and objects located outside their source communities with due regard for work already undertaken by Indigenous communities and cultural / research institutions to date avoiding the duplication of work wherever possible.

Research

- Support the Director of Research in the implementation of the Research Strategy.
- Identify and establish partnerships with museums, higher education institutions and other research organizations to ensure that research and funding opportunities are maximized.
- Ensure that all research achieves the highest scholarly and ethical standards.
- Ensure close collaboration between departments and across institutions in order to deliver inter-disciplinary and cross-cutting research that builds on institutional strengths.
- Supervise (or matrix manage) the research outputs of researchers, post-doctoral research fellows, students and interns.
- Communicate and promote relevant aspects of RBCM's Research Strategy both nationally and internationally.
- Contribute to the development of a supportive and effective inter-disciplinary research community within and outside of RBCM
- Promote influential presentations and publications by departmental staff as appropriate in order to

advance RBCM research in the fields of Indigenous culture and archaeology.

Exhibitions and Public Programming

- Collaborate with the Indigenous Advisory and Advocacy Committee, the First Peoples Cultural Council and departmental staff to devise and deliver an Indigenous consultation strategy for the representation of RBCM's First Peoples gallery, implementing its recommendations as required and delivering associated content as appropriate.
- Facilitate impactful concepts and ideas for exhibitions and public programs through regular collaboration with First Nations, the First People's Cultural Council, and other partners and stakeholders.
- Contribute to the development and delivery of temporary / travelling exhibitions and public programs by ensuring the timely contributions of content from departmental staff.
- Collaborate with the Director of Marketing, Communications and Business Development to facilitate staff involvement in media relations and communications-related initiatives.

FINANCIAL RESPONSIBILITY

Exercise full financial responsibility by:

- Managing an annual operating budget.
- Preparing and managing project budgets in close liaison with departmental staff and in strict accordance with standards set out by the Finance Department.
- Prepare and/or negotiate contracts, monitoring performance and authorize payment of contractors.

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

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	7	5
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 <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 <input checked="" type="checkbox"/>	

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. 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
-------	-------	---

EXCLUDED MANAGER AUTHORIZATION

<p>I confirm that:</p> <ol style="list-style-type: none">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:

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:

- Formal education in anthropology or equivalent combination of training and experience.

Experience:

- Minimum 5 years' experience providing departmental or institutional leadership within a research institution, cultural organization or relevant commercial entity
- Lived experience, understanding of Indigenous Knowledge Systems
- Experience working with BC First Nations in heritage preservation
- Experience curating exhibitions on Indigenous cultures
- Experience with community development
- Experience building and managing strategic partnerships
- Experience securing and managing external funding
- Experience developing partnerships on complex projects

Knowledge:

- Knowledge of BC Indigenous cultures
- Knowledge of collection stewardship and/or research management and/or content development
- An understanding of the use of diverse content to create impactful public outputs (exhibitions, learning programs, publications etc.)

Skills/Abilities:

- Strong ability to forge relationships with public, partners and stakeholders
- Ability to engage in public relations
- Ability to hold others accountable for delivering on goals
- Ability to both lead and work collaboratively as part of a team
- Ability to encourage the development of unique approaches and creative solutions
- Ability to speak an Indigenous language is an asset

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).

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.

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.

Concern for Image Impact - is an awareness of how one's self, one's role and the organization are seen by others.

Seeking & Using Feedback - involves knowledge and skills of seeking and using feedback from other to improve one's performance and authenticity. This requires active listening and modeling personal change in order to foster trust in the whole organization.

Motivating for Peak Performance - involves knowledge and skills in using motivational techniques such as job design, role clarification, reward systems and performance appraisal to motivate optimum subordinate performance.

Creating & Managing Change - involves knowledge and skills to manage in the organization through setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change and facilitating implementation of successful change actions.

Designing Strategy & Structure - involves knowledge and skills in the analysis of the environment, size of the organization, strategy and use of technology.