

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

Exhibit Fabrication Specialist – HRO 21

Permanent, Full Time

Starting Range: \$ 60,998.61 – 69,422.06

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 Exhibitions and Experience Development department plans, designs, and constructs exhibitions for and supports the fabrication needs of the Royal BC Museum. Exhibitions produced include those that reside permanently in the Royal BC Museum precinct, those that are temporary, and those designed specifically to travel to other locations throughout the world. As well, the section provides ongoing maintenance and care of all Royal BC Museum exhibitions and fabrication and design support for other departments as required.

Under the general direction of the Production Team Lead, the Exhibit Fabrication Specialist develops, produces, creates, maintains and documents all exhibit components, including paintings, sculptures, and other fabricated elements for the Royal BC Museum's permanent and temporary galleries. This position may be required, as a Project Team member, to participate in the design and production of various exhibit components or other general fabrication needs of the Royal BC Museum.

Requirements for this position include a university degree or diploma from an Art School, Trade School or Vocational School or commensurate experience in fine arts, theatre arts or specialized fabrication fields. **OR** an equivalent combination of education and experience.

Experience:

- Minimum 3 years of experience in a museum setting, **OR**;
- Minimum 3 years of professional paid experience in fine arts, theatre arts or a specialized fabrication field
- Extensive experience as a fabricator/maker/artist employing a variety of fabrication materials and techniques, such as:
 - Use of artistic abilities to match colours, create textures and application of finishes
 - Woodwork and metal fabrication

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.

- Mould making and casting
- Mechanical and electronic interactives
- Industrial design and prototyping
- Jewellery making
- Sculpture
- Computers with a variety of software programs including Adobe creative suite or 3D modeling.

As this position supports the pick-up and/or delivery of a variety of building materials, a valid BC Drivers' License is required. International travel may also be involved, therefore a valid Canadian Passport, or the ability to get one, is required.

Additional skills/abilities that would be an asset include the ability to work in a physically demanding environment and manage multiple tasks simultaneously, while staying current on international exhibits trends, production techniques, and methods.

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).

On November 1, 2021 the BC Public Service announced the COVID-19 Vaccination Policy that defines the conditions and expectations for BC Public Service employees regarding vaccination against COVID-19. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to the public service. More information can be found [here](#).

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 for similar permanent and temporary positions.

Please submit your resume and cover letter in pdf format by December 31st, 2022 at 11:59PM with the following subject line: **Last Name, First Name, RB2022-39 via email to: RBCMapapplications@royalbcmuseum.bc.ca**

POSITION DESCRIPTION

Royal BC Museum

POSITION TITLE:	Exhibit Fabrication Specialist	POSITION NUMBER(S):	47242, 47234, 47258, 78329, 78330, 107646
DIVISION:	Collections and Research		
DEPARTMENT:	Exhibitions and Experience Development	UNIT	Production
SUPERVISOR'S TITLE:	Production Team Lead	POSITION NUMBER	47243
SUPERVISOR'S CLASSIFICATION:	Heritage Resource Officer 27	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Heritage Resource Officer 21	CLASS CODE:	
ENTERED BY:		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 Exhibitions and Experience Development department plans, designs, and constructs exhibitions for and supports the fabrication needs of the Royal BC Museum. Exhibitions produced include those that reside permanently in the Royal BC Museum precinct, those that are temporary, and those designed specifically to travel to other locations throughout the world. As well, the section provides ongoing maintenance and care of all Royal BC Museum exhibitions and fabrication and design support for other departments as required.

PURPOSE OF POSITION

Under the general direction of the Production Team Lead, the Exhibit Fabrication Specialist develops, produces, creates, maintains and documents all exhibit components, including paintings, sculptures, and other fabricated elements for the Royal BC Museum's permanent and temporary galleries. This position may be required, as a Project Team member, to participate in the design and production of various exhibit components or other general fabrication needs of the Royal BC Museum.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Produces, installs, maintains and documents all exhibit components by:
 - Reviewing drawings, photographs and reference materials to conceptualize the component required for specific fabrication project;
 - Developing concepts and methods of achieving the required fabricated components;
 - Testing and proofing the proposed concepts and methods;
 - Estimating and producing lists of materials and equipment required for the production;
 - Ordering supplies, establish and monitor inventory, and sign for goods received;
 - Producing models, moulds, casts, colour sketches and colour lay up;
 - Producing or supervising contract technicians to do the production of the final exhibit components; and
 - Documenting the process and production of exhibit components.
2. Develops new and unique exhibits and exhibit components by:
 - Staying current on international exhibits trends, production techniques and methods;
 - Researching production processes, new products and technologies for adapting to exhibit component needs;
 - Modifying existing exhibit methods and developing new methods from current related production processes; and
 - Experimenting with possible materials or processes to produce prototype exhibit components, including paintings, furniture, sculptures, replicas of artifacts, and other pieces which enhances the exhibits.
3. Builds and maintains exhibits by:
 - Performing daily maintenance routines within galleries to repair damage and clean displays, maintain and monitor systems such as water filtration for aquariums, feeding live specimens, replenish consumable elements, scheduling servicing and upgrading elements as required;
 - Using artistic abilities to match colours, create textures and artistic finishes, including designing and creating paintings, murals, and other 2 D artworks;
 - Using extensive background and knowledge of colour, pigments, paint types, textures, brushes, brush and tool techniques to produce exhibit components;
 - Using technical skills to replicate, shape, sculpt, and distress exhibit components, including designing and creating 3D sculptures of people, minerals, plants, animals and replicas of artifacts;

- Using knowledge of lights and lighting in the illumination of artifacts (to conservation standards); and manage and install lighting in the exhibits to create ambiance or special effects;
- Using woodworking and metal working skills in the production of artifact mounts, supports, exhibit props and replicas;
- Using appropriate tools and methods in working with plastics, synthetics and fabrics to produce exhibit components;
- Using artistic sense to install exhibit artifacts and props in aesthetically pleasing presentations; and
- Using computer programs to record and document the exhibit creation process.

4. Other related duties:

- Maintain an awareness of and personal responsibility for following all relevant health and safety protocols and procedures
- May be assigned on a project-by-project basis to support other departments for special fabrication projects and assistance in handling artifacts;
- May be assigned on a project-by-project basis to work with the Design Team to produce detailed and accurate design drawings, required for production/fabrication of three-dimensional fabricated components;
- Supervises volunteers, co-op students, and other assigned staff, including developing work plans, providing performance measures and standards;
- Manages contractors, signs for goods and services received; and
- May act for the Production Team Lead as required.
- Assist in the unloading and loading of truck containing exhibition materials
- Travel as required

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

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	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
Supervises students or volunteers <input checked="" type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

TOOLS / EQUIPMENT

- Focused attention to detail to frequently set up, operate, repair and maintain power equipment; and
- Familiarity with and ability to safely use an array of tools, equipment and materials including paints, chemicals, hand tools, mobile lifts, machine shop and wood shop equipment
- MS Office Suite and other common software
- Heavy physical effort to regularly lift heavy weights.

WORKING CONDITIONS

- Considerable responsibility to perform maintenance of museum exhibits;
- Exposure to dust;
- Hazardous materials exist within the building and collections requiring knowledge of and adherence to safety protocols & procedures;
- Use of hazardous materials such as paints, chemical agents, etc., requiring adherence to safety protocols & procedures;
- Moderate exposure to hazards from frequently operating power tools; and
- Work at heights up to 20 feet using ladders, scaffolding and mechanical lifts;
- Occasional heavy lifting of up to 50 pounds;
- International travel may be a requirement.
- Valid BC Class 5 Drivers license required
- Valid Canadian passport required

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

Accountability, Community, Creativity, Diversity, Partnership, Service

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.

INCUMBENTS

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:	SIGNATURE:	DATE:
-------	------------	-------

SELECTION CRITERIA

Education:

University Degree or Diploma from an Art School, Trade School or Vocational School or commensurate experience in fine arts, theatre arts or specialized fabrication fields. **OR** an equivalent combination of education and experience.

Experience:

- Minimum 3 years of experience in a museum setting, **OR**;
- Minimum 3 years of professional paid experience in fine arts, theatre arts or a specialized fabrication field
- Extensive experience as a fabricator/maker/artist employing a variety of fabrication materials and techniques, such as:
 - Use of artistic abilities to match colours, create textures and application of finishes
 - Woodwork and metal fabrication
 - Mould making and casting
 - Mechanical and electronic interactives
 - Industrial design and prototyping
 - Jewellery making
 - Sculpture
 - Computers with a variety of software programs including Adobe creative suite or 3D modeling.

Knowledge of:

- Contract management
- Lights and lighting techniques

Skills/Abilities to:

- Work in a physically demanding environment
- Manage multiple tasks simultaneously
- Stay current on international exhibits trends, production techniques and methods

As this position supports the pick-up and/or delivery of a variety of building materials, a valid BC Drivers' License is required. International travel may also be involved, therefore a valid Canadian Passport, or the ability to get one, is required.

COMPETENCIES

- **Self-Discovery and Awareness** – self-discovery and awareness means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.
- **Problem Solving** – 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.
- **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.
- **Teamwork and Co-operation** – 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. It is the ability to work cooperatively across the organization to achieve goals.
- **Listening, Understanding 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 both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.