

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.



## CAREER OPPORTUNITY

### Digital Access Technician, Archives Department, One Year Full Time Auxiliary

Salary: \$48,150.15 - \$54,319.23

### 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 Archives Department is responsible for the BC Archives, physical and digital access to archival collections, and preservation and conservation services and initiatives.

The Preservation unit provides both traditional and digital preservation and access to the museum and archives collections via a corporate website, social media, and information management systems. This includes digital preservation of at-risk media and digital conversion of the Royal BC Museum collections to enable access.

The Digital Access Technician reports to the Director of Archives, and is responsible for access to vast archival holdings through web-based assets and information management systems. This includes database population, metadata creation, digitization, and access initiatives. Working closely with archivists on the team, the position will be focused on the records of religious organizations within the BC Archives collections. They will be supporting crucial efforts to enhance accessibility to these records, particularly those relating to Residential Schools. The Digital Access Technician will be working with records of a sensitive nature and would benefit from a knowledge of trauma-informed archival practices. The position must be familiar with and understand the Canadian Copyright Act, Freedom of Information and Protection of Privacy Act, Youth Criminal Justice Act as well as protocol restrictions which may apply to online accessibility of the Royal BC Museum collections.

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).

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.



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](#).

The Indigenous Applicant Advisory Service is available to applicants that self-identify as Indigenous (First Nations, status or non-status, Métis, or Inuit) seeking work or already employed in the BC Public Service. For advice and guidance on applying and/or preparing for an interview for this opportunity, we invite applicants to connect with the Indigenous Applicant Advisor Amanda by email: [IndigenousApplicants@gov.bc.ca](mailto:IndigenousApplicants@gov.bc.ca) or by phone: 778-698-1336.

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 in pdf format by December 23<sup>rd</sup> 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2022 - 42: via email to: [PeopleandCulture@royalbcmuseum.bc.ca](mailto:PeopleandCulture@royalbcmuseum.bc.ca).**

## POSITION DESCRIPTION

Royal BC Museum

POSITION TITLE:	Digital Access Technician	POSITION NUMBER(S):	00134283 & 00134284
DIVISION:	Collections, Research and International Programs		
DEPARTMENT:	Archives, Access and Digital	UNIT	
SUPERVISOR'S TITLE:	Director of Archives	POSITION NUMBER	111175
SUPERVISOR'S CLASSIFICATION:	Band 4	PHONE NUMBER:	250-880-3980
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		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 Digital Access Technician is part of the Archives department, which is responsible for the BC Archives, physical and digital access to archival collections, and preservation and conservation services and initiatives.

The mandate of this department as it relates to BC Archives is to ensure that the historical records of the province are preserved, managed and made accessible. This includes digital preservation of at-risk media and digital conversion of the Royal BC Museum collections to enable access.

## PURPOSE OF POSITION

This position is responsible for access to vast archival holdings through web-based assets and information management systems. This includes database population, metadata creation, digitization, and access initiatives. An in-depth knowledge of information management systems is required in order to facilitate education and training initiatives with researchers and groups. The position must be familiar with and understand the Canadian Copyright Act, Freedom of Information and Protection of Privacy Act, Youth Criminal Justice Act as well as protocol restrictions which may apply to online accessibility of the Royal BC Museum collections.

## SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Provides digital access to the Royal BC Museum collections by educating the public on how to use information management systems (e.g. AtoM and IMM):
  - Presents training material, workshops and tours designed to facilitate public education and outreach to increase awareness and knowledge of the Royal BC Museum collections and their utilization.
  - Assists visiting groups, including Indigenous communities and Elders, in order to provide a unique online experience and to provide access to digital holdings of significance to groups.
2. Under the direction of Archivists, Preservation Specialists and Collection Managers works as part of a team in order to make holdings digitally accessible through online information management systems:
  - Rehouses as part of workflow for digital access initiatives.
  - Prepares box/file lists and inventories to support access.
  - Describes and catalogues collections.
  - Uploads digital object to web-based applications (IMM and AtoM) for access and exhibitions purposes.
  - Digitally converts analog original materials for online access (scanning).
  - Assigns tracking numbers and scans collections for digital access.
  - Creates, updates and corrects metadata to support digital initiatives, access and location control.
  - Handles fragile records in digital conversion process.
  - Uploads and downloads digital images via the current Digital Asset Management System (DAM).
3. Information management systems support:
  - Tests data for AtoM, DAM, IMM and any new future systems.
  - Creates user guides for new and existing systems.
  - Cleans up data as and when required for AtoM, IMM and DAM.
  - Updates web content.
4. Reference Room support:
  - Assists and educates the public with the search functions of various information management systems.
  - Provides staffing for reference room during staff absences.
  - Creates resources and user guides for internal and external client use of the information management systems.
  - Implements suitable procedures for liaising with and advising outside agencies regarding the exchange of information, i.e. repatriation of court records.

## 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 <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 type="checkbox"/>	

**TOOLS / EQUIPMENT**

Regular office environment; archival setting; must be able to lift 40 lbs and work/manoeuvre in tight spaces. Operates in a standard office computer environment and is required to operate the following equipment: word processing computer software (Microsoft suite, Excel), scanners and associated software, and corporate Information (Collection) Management Systems (AtoM, IMM, DAM).

**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.

**INCUMBENT**

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:

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 behavioral competencies through various assessment methods.

### Education and Experience :

- Diploma from an archival, museum or library program or in a related field.
- Two years' plus experience working within a cultural institution either as a contractor or employee. An equivalent combination of education/training and demonstrated experience working in library, archives, cultural centre or museums.
- Experience in the use of standard computer applications (word processing, spreadsheets, databases, presentations).

Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the Royal BC Museum (Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).

### Knowledge :

- Knowledge of archival and/or museum principles and practices.
- Demonstrated knowledge of the value of the web to provide access to museum and archives collections.
- Knowledge of commonly used file formats for online access to various media.

### Abilities/Skills

- Proven ability to coordinate multiple projects within tight timeframes.
- Demonstrated ability to listen and communicate effectively, orally and in writing; ability to collaborate with diverse communities of individuals, colleagues and the general public.
- Demonstrated ability to work independently, to organize and prioritize work to meet deadlines.
- Strong understanding of how to use technology to meet business needs.
- Ability to work independently and to take initiative.
- Ability to operate scanning equipment and software.
- Ability to be flexible, highly-motivated and willing to learn new skills.
- Strong computer proficiency; knowledge of database applications and searching.

### Competencies

- **Cultural Agility** – is the ability to work respectfully, knowledgeably and effectively with Aboriginal 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 Aboriginal people and assumes that strengths abound in Aboriginal people, cultures and communities.
- **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 maybe 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** - 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.