

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

Archivist, Archivist Grid 24

Salary: \$66,557 to \$75,884

Auxiliary Term

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 access to archival collections, and preservation and conservation services for the Royal BC Museum. The Archives department ensures that the historical records of the province are preserved, managed and made accessible.

Under the direction of the Director of Archives, this position is responsible for providing expert knowledge about archival and other historical records in a variety of formats and engages in multiple research strategies to gain access to their content, often using outside resources such as corporate databases and web access. The archivist will be focused on project work required to prepare the Archives collection for its move to the planned new Collections and Research building in Colwood in 2026.

This position manages and coordinates the evaluation, selection and acquisition of records, develops and maintains relevant policies, procedures and standards as well as creates access tools in order to provide thorough access, and description and control of the historical and evidentiary record of British Columbia. As well, this position undertakes original research with the aim of access in a variety of formats and coordinates departmental projects.

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. Among other possible measures, proof of vaccination will be required by November 22, 2021. It is a term of acceptance of employment that you

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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 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.

There is currently a temporary opportunity till September 2023. An eligibility list may be established for future temporary and/or permanent opportunities.

Please submit your resume in pdf format by December 28th 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2022 - 43: via email to:
RBCMapapplications@royalbcmuseum.bc.ca.

POSITION DESCRIPTION

Royal BC Museum

POSITION TITLE:	Archivist	POSITION NUMBER(S):	111178, 113712, 132215, 44780, 44779, 45362, 45042, 122196, 44790
DIVISION:	Collections and Research		
DEPARTMENT:	Archives & Conservation	UNIT	Archives
SUPERVISOR'S TITLE:	Director of Archives	POSITION NUMBER	111175
SUPERVISOR'S CLASSIFICATION:	Band 4	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Archivist 24	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.

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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 Archivist is part of the Archives & Conservation 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. The department is also responsible for managing physical and digital access to collections via a reference room and a collection management system.

PURPOSE OF POSITION

Under the direction of the Director of Archives or Government Records Manager, this position is responsible for providing expert knowledge about archival and other historical records in a variety of formats and engages in multiple research strategies to gain access to their content, often using outside resources such as corporate databases and web access. This position conducts original research both as an integral part of the acquisition and processing of records and the provision of reference and information services.

This position manages and coordinates the evaluation, selection and acquisition of records, develops and maintains relevant policies, procedures and standards as well as creates access tools in order to provide thorough access, and description and control of the historical and evidentiary record of British Columbia. As well, this position undertakes original research with the aim of access in a variety of formats and coordinates departmental projects.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Manages and coordinates evaluation, selection and acquisition of government and non-government records of enduring value to the province by:
 - Liaising with, advising and assisting government clients and other agencies regarding the management and disposition of government information in accordance with legislation (e.g., *Information Management Act*, *Interpretation Act*).
 - Appraising the suitability of potential donations of private, non-government records based on their historical, cultural and evidential significance to British Columbia, their associational value and their format and physical condition.
 - Receiving, selecting and making recommendations for acquisition of private archival records. Managing all aspects of documentation relating to private records donations including creating and maintaining accession records.
 - Accessioning, physically processing and describing archival records in accordance with professional standards.
 - Reviewing non-government records in the custody of the BC Archives and recommending retention, transfer, repatriation or destruction.
 - Determining archival value and final disposition of provincial government records based on their enduring evidentiary, legal and historical values to the government and the public.
 - Managing, organizing and implementing transfer or repatriation of records.
2. Provides intellectual and physical control of and access to archival holdings by conducting original research and documenting the contents and context of archival records (arrangement and description), ultimately creating descriptive systems and tools that comply with national and provincial standards.
 - Determining and implementing appropriate arrangement and storage strategies based on accepted principles, standards and methodology of modern archival science.
 - Ensuring intellectual, administrative and physical control of and access to archival holdings by analysing, researching, identifying, documenting and describing their contents and context.
 - Implementing practices to respect diversity, inclusion and empowerment in accordance with the principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Truth and Reconciliation Commission's (TRC) Calls to Action, the B.C. Declaration on the Rights of Indigenous Peoples Act (DRIPA) and the Reconciliation Framework for Canadian Archives.
3. Provides specialized reference and information services in a variety of disciplines to a wide and diverse community of users and offers expert advice and other services to staff, colleagues, researchers and government employees:
 - Leading and coordinating orientation to a complex system of automated and traditional access tools such as catalogues, indexes and finding aids.
 - Providing expert advice to public, government and corporate clientele on Freedom of Information policy and access procedures and on policy and access procedures in accordance with other legislation (e.g. *Youth Criminal Justice Act*) and BC court record access policies.
 - Evaluating, responding to and managing complex enquiries through analysis of archival and other resources, detailed original research and preparing an appropriate response.
 - Providing expert advice about technical, conservation, access and copyright requirements to government, academic, corporate and private clientele.
 - Providing expert advice on collections, interpretation of material and other topics based on specialized subject and technical knowledge.

- Initiating, researching, developing, writing and maintaining user guides and brochures to assist with traditional and automated tools. Developing, implementing and managing print and web-based reference information resources and tools as well as instructional resources.

4. Participates in ongoing and special projects, supervision and training by:

- Recruiting, training and supervising volunteers. Identifying and organizing projects suitable for volunteers, ensuring compliance with the Public Service Act, the RBCM Corporation Act and Royal BC Museum policies and procedures.
- Participating in community engagement activities both on and off site.
- Developing and participating in programs and outreach activities, both virtual and in-person, covering a variety of topics and audiences.

FINANCIAL RESPONSIBILITY

Prepares and/or negotiates contracts, monitors performance and authorizes payment.

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		

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"/>	

TOOLS / EQUIPMENT

Position may require forklift training.

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.

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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SUPERVISOR

NAME:	DATE:	SIGNATURE
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EXCLUDED MANAGER AUTHORIZATION

I confirm that: <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: Emma Wright, Director of Archives	DATE:	SIGNATURE:

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:

Masters' degree in Archival Studies or Library & Information Science with a specialty in archives;
OR

An equivalent combination of related experience, education and/or training. Related experience may include working in a GLAM institution, a government ministry, or in a community organization, such as a cultural centre or Indigenous government office, preferably in a role related to archives, records management, cultural heritage, or traditional knowledge,

Experience:

- Two years of experience working in an archival institution in areas such as:
 - appraisal, arrangement and description of archival records in all formats (including electronic)
 - preparation & maintenance of finding aids
 - providing public access to records
- Experience managing projects
- Experience supervising either staff or volunteers
- Prefer experience leading or participating in archives-related programming
- Prefer experience interpreting and applying legislation and drafting policy related to privacy acts, records management acts and other policies and procedures related to the management of records

Knowledge (Assessment Criteria):

- A sound understanding of archival theory and principles;
 - Of national and international standards for archival arrangement and description.

- Knowledge of legislation that applies to archival records, such as the *Freedom of Information and Protection of Privacy Act*, the *Information Management Act*, the *Personal Information Protection Act* and the *Copyright Act*.
- Proper care and handling of archival materials in all media.
- Knowledge of the Declaration on the Rights of Indigenous Peoples in BC Act (DRIPA), the First Nations Information Governance Centre's principles of Ownership, Control, Access and Possession (OCAP®), a Reconciliation Framework for Canadian Archives and the Truth and Reconciliation Commission Final Report – Calls to Action.
- Knowledge of British Columbia's history and geography including Indigenous history and culture is an asset.

Skills & Abilities:

- Excellent written and oral communications skills required
- Ability to produce finding aids and other access tools in accordance with national and international standards
- Must apply sound judgement and critical thinking to analyze and resolve complex problems
- Be able to plan, organize and manage own complex work load
- Superb organization, attention to detail and problem-solving skills
- Ability to provide superb customer service skills
- Must be able to lift up to 18kg (40 pounds)

Behavioural Competencies: (Assessment Criteria)

- **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.
- **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 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.

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).