

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

Archives Manager, Full-time Permanent

Salary Range: \$ 75,552 – \$86,175

Archivist 27

Full Time Permanent

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.

The Archives Manager provides leadership for the BC Archives as well as knowledge and expertise on the collection. The incumbent is an ambassador in the community, creating and nurturing partnerships and connections and developing archives-related programs, projects and services designed to engage existing and new audiences. The position manages and mentors a team of archivists and access staff and oversees all activities associated with public access to the collection.

The ideal candidate is a strategic thinker and operational implementer with the responsibility to manage a long-term plan for BC Archives, including the move to a new site. The individual keeps up to date on current trends, standards and emerging technologies that will impact archival work and the future of the archives and knows how to incorporate them into planning. They also require an understanding of both digitized and born-digital records and media.

The successful candidate must hold a masters degree in Archival Studies or Library & Information Science with a specialty in archives plus three years' experience in an archival organization leading staff. They must also have knowledge of the *Freedom of Information and Protection of Privacy Act*, the *Copyright Act*, and other legislation, policies and procedures related to the collection, use and disclosure of information.

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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 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 future temporary and/or permanent opportunities.

Please submit your resume and cover letter in PDF format by February 02nd, 2023 at 11:59PM with the following subject line: Last Name, First Name, RB2023-04 via email to: RBCMapplications@royalbcmuseum.bc.ca

POSITION DESCRIPTION

Royal BC Museum

POSITION TITLE:	Archives Manager	POSITION NUMBER(S):	134277
DIVISION:	Archives		
DEPARTMENT:	Archives	UNIT	Archives
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:	ARCH 27	CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

ORGANIZATION OVERVIEW

The Royal BC Museum (RBCM) is one of Canada's great cultural treasures. Our collections, research and presentations enable us to tell the stories of BC in ways that enlighten, stimulate and inspire. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of BC, and provides for a dynamic forum for discussion and a place for reflection.

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

Modernization calls on each of us, individually and collectively, to reimagine traditional ideologies that have driven museum operations and relationships with stakeholders for centuries.

As an influential 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, it and team must embody and exemplify a deep-rooted, unshakeable commitment to:

- being accountable for our individual and collective learning and embracing informed, values-based ways of being and working that honour 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 of belonging where diverse peoples and communities of BC are welcomed by the museum and strongly supported as they tell their truths and share the lived experiences of their current and past generations. Our commitment to honouring and presenting the fulsome human history that allows for the vibrant, diverse British Columbia we experience today is central to RBCM's transformation.
- 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, kind, nimble, 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. We are passionate about sharing British Columbia's story with the millions of visitors we interact with directly and indirectly each year.

DEPARTMENT OVERVIEW

The Archives Manager is part of the Archives department, which is responsible for the BC Archives, physical and digital access to collections, and preservation and digital 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

The Archives Manager is responsible for providing expert knowledge about archival and other historical records in a variety of formats and strategies to gain access to their content. This position manages and coordinates the appraisal, acquisition, processing, arrangement and description of records, develops and maintains relevant policies, procedures and standards, as well as the creation of access tools that provide description and control of the historical and evidentiary record of British Columbia.

The position plans and implements archives-related programs, projects and services designed to engage existing and new audiences and stakeholders. This Archives Manager supervises and mentors a team of archivists and access staff and looks after the day to day operations of a public reference room which includes onsite and remote inquiries. The position also creates and nurtures partnerships and community connections through active involvement with committees, conferences, presentations and other stakeholder events.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Management:

- Manages and coordinates the appraisal, selection and acquisition of non-government records of enduring value to the province, including born-digital records.
- Manages and coordinates the appraisal and collections management of the Archival Library.
- Manages and coaches a professional staff group of archivists and access technicians including assignment of work, development and evaluation of performance plans and approval of leave.

Operations:

- Leads specialized reference and information services to a wide and diverse community of users and offers expert advice and other services to staff, colleagues, researchers and government employees; supervises an active Reference Room providing service and access to researchers.
- Continually monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these. Identifies new trends and possibilities for the provision of exemplary customer service; evaluates and coordinates long term planning for services across the BC Archives and makes recommendations to the Director.
- Identifies and liaises with potential donors of records and arranges, where appropriate, for the transfer of such material to the BC Archives; likewise, with the deaccession and transfer of records to other institutions. Implements a long-term plan for acquisitions, that intersects with the larger Royal BC Museum Collection Management Strategy.
- In collaboration with other teams, establishes and implements best practices for ingest, preservation and managing born-digital material.
- Leads as subject matter expert for private records-related projects, and provides authoritative expertise to staff, peers and archives-related organizations.
- Provides leadership and oversight on the implementation of the Freedom of Information and Protection of Privacy Act, Personal Information Protection Act and Copyright Act as they relate to private archival records.
- Participates in special projects, project management, supervision and training.
- Creates, maintains and evaluates unit procedures, standards and protocols.

- Reports and presents on departmental plans and projects.
- Manages and undertakes 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 provincial, national and international standards and conventions.
- Conducts extensive original research both as an integral part of the acquisition and processing of records and the provision of reference and information services as well as for the purpose of publication.

Industry Relations:

- Leads as subject matter expert for BC Archives-related projects and provides authoritative expertise to community groups, local, regional and national bodies.
- Proactively engages the community and partners regarding BC Archives programs and services, develops new strategic partnerships and productive relationships with key external stakeholders and partners and determines ways to engage new audiences for the BC Archives.
- Keeps informed on advancements and changes in the archives field through active participation in archives-related professional organizations.
- Keeps current on trends, standards and technologies that will impact archival work and the future of the archives.

FINANCIAL RESPONSIBILITY

Oversees project budgets of up to \$250,000 as Spending Authority; Prepares and/or negotiates contracts, monitors performance and authorizes payment. Signs for goods and services received.

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

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	8	
Supervises staff through subordinate supervisors	4	

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

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers ☒		Provides formal training to other staff ☒	
Lead project teams ☒		Assigns, monitors and examines the work of staff ☒	

TOOLS / EQUIPMENT

Uses office tools and equipment such as computers, scanners, and computer databases and software.

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.

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 description:
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EXCLUDED MANAGER AUTHORIZATION

I confirm that: 1. the accountabilities / deliverables were assigned to this position effective: December 22, 2022. 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	SIGNATURE:	DATE:

SELECTION CRITERIA

The recruitment process is used to assess Education and Experience criteria through the screening/shortlisting phase by reviewing information submitted to a competition. Knowledge, Skills, Abilities and Competencies are assessed through written exercises, oral interview and past work performance checks.

EDUCATION:

Master's degree in Archival Studies or Library & Information Science with a specialty in archives.

EXPERIENCE:

- At least three years' experience working in an archival institution
- At least three years' experience leading and mentoring results-based work teams
- Experience leading projects
- Experience with budget management
- Prefer experience providing advice on privacy and access issues.

KNOWLEDGE

- Knowledge of the Freedom of Information and Protection of Privacy Act, the Information Management Act, and the Personal Information Protection Act and associated policies and procedures relating to the general principals of access and privacy as they apply to the provincial context.
- Demonstrated understanding of issues related to both digitized and born-digital formats, media, and migration.
- A strong understanding of current and potential future trends for archives and how to incorporate them into planning.
- 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, is an asset.

SKILLS / ABILITIES

- Negotiation, mediation and conflict resolution skills
- Ability to provide briefings, oral and written, to peers, stakeholders and management
- Ability to mentor, motivate and manage staff and fosters an environment of collaboration
- Ability to prioritize and complete own work assignments under tight deadlines, including assignments involving complex issues and multiple third parties
- Demonstrated ability to work collaboratively with peers and staff to achieve goals

Successful completion of security screening requirement 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 corporation.

COMPETENCIES

- **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.
- **Concern for Image Impact** – is an awareness of how one's self, one's role and the organization are seen by others. It involves an awareness of, and preference for, respect for the organization by the community.
- **Creating and 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.
- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with people with different cultural backgrounds.
- **Developing Others** - involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring.
- **Holding People Accountable** - setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential

opportunities or miscellaneous information that may be of future use.

- **Innovation** - effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization
- **Leadership** - a desire to lead others, including diverse teams.
- **Open Listening** - listening to and valuing the telling of stories, and letting pauses in conversation extend into silence rather than jumping in to dispute, agree, question or move on. It is an awareness of personal bias or judgment and its effect on one's ability to hear.
- **Planning, Organizing and Co-ordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Teamwork and Cooperation** 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.