



Candidate Brief for the position of Vice President, Archives, Collections and Research Royal BC Museum

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About the Royal BC Museum

Based in Victoria, BC and founded in 1886, the Royal BC Museum is an important cultural institution, sharing British Columbia's story with the millions of visitors who walk through their doors and access their research and collections each year.

The Royal BC Museum Corporation is one of Canada's greatest cultural treasures. The museum was founded in 1886; the Archives, in 1894. In 2003, these two organizations joined to become British Columbia's combined provincial museum and archives, collecting artifacts, documents, and specimens of British Columbia's natural and human history, safeguarding them for the future and sharing them with the world.

The collections, research, and presentations enable the RBCM to tell the stories of British Columbia in ways that enlighten, stimulate, and inspire. By exploring their social and environmental history, the Royal BC Museum advances new knowledge and understanding of British Columbia and provides a dynamic forum for discussion and a place for reflection.

History of the Territory

Long before colonial settlers arrived in what later became known as British Columbia, the land on which the museum and archives now stand was the traditional territory of the Lekwungen peoples, today represented by the [Songhees](#) and Xwsepsum ([Esquimalt](#)) Nations. The Lekwungen comprised a diverse group of extended families who spoke a common dialect of the North Straits Salish language.

Among the most historically significant collections of documents in the Royal BC Museum's holdings are the Vancouver Island Treaties (also known as the Douglas or Fort Victoria Treaties), signed between 1850 and 1854. [These treaties](#) reflect the negotiation of rights to land use between Indigenous peoples and the Hudson's Bay Company.

One indication of the ongoing relevance of the Vancouver Island Treaties—and of the revitalization of Indigenous languages—is the recent [translation](#) of three of the treaties into SENĆOŦEN and Lekwungen, both of which are dialects of North Straits Salish.

Members of the Songhees and Xwsepsum Nations now live on (and beyond) nearby reserves, which are a fraction of the size of their original territories.

The Royal BC Museum acknowledges and respects the history of Indigenous peoples, who are their partners today in museum matters and community alike.



Organization Mandate

The [Museum Act](#) (2003) sets out the purposes, powers and governance of the Royal BC Museum, [establishing it as a Crown corporation](#). Under the Act, the Corporation is responsible for the provincial museum, the provincial archives, Helmcken House, Thunderbird Park, Mungo Martin Big House (Wawadit'la), St Ann's Schoolhouse and the Netherlands Centennial Carillon.



Although its main buildings are in Victoria, the Royal BC Museum reaches every region of the province through its website, exhibitions, and services, and is responsible to all British Columbians.

Mission, Vision & Values

Mission

We are a museum that is accessible and welcoming to every British Columbian regardless of age, ethnicity, or geography.

Vision

We envision a province in which all people respect each other and the environment in which they live.

Values

The Royal BC Museum is committed to the following values:

- **Accountability** is being responsible for our decisions and actions, which are answerable through honouring our commitments, taking ownership according to our professional standards and meeting our common goals with pride.
- **Community** is developing and maintaining networks within and outside the museum and archives through supportive, responsive, and active collaboration which is thoughtful and informed. The goal of community involvement is to create a vibrant, sustainable, respectful, and caring community, internally, provincially, and beyond. A strong, healthy internal community is the essential foundation for all.
- **Creativity** is the commitment to supporting an environment that nurtures and encourages creativity. All are empowered to bring new ideas forward; take an innovative and imaginative approach to problem solving; and turn new ideas into reality.
- **Diversity** is demonstrated by sharing scientific and cultural knowledge which embraces the rich diversity of

the people and environment of British Columbia. We respect this diversity by reflecting and responding to the rights and differences of the people we serve; and by being champions of environmental sustainability. Foundational to this Value is the philosophy and understanding that each staff member, volunteer, and Board member will ensure that the Royal BC Museum upholds its principles of equity, diversity, ecological sustainability, and inclusiveness in all its practices, including when carrying out their various roles within the Royal BC Museum and as representatives of the museum and archives in public.

- **Partnership** requires a commitment to collaboration, both externally and internally. We understand the importance of connecting and cooperating with a clear purpose to a mutually beneficial outcome. We respect the contributions of all and share in the credit of our accomplishments. Our partnerships enable us to achieve an extraordinary level of success that will grow and continue for the greater benefit of all British Columbians.
- **Service** is how we provide a world-class audience experience. The delivery of great service requires clear, consistent, timely, accountable, and appropriate actions. Great service creates trust and goodwill through authentic, mutual respect. Great service is established from the inside out and encompasses everybody—from peers to the public. Great service places organizational objectives ahead of personal goals.

Governance & Financial Reports

The Royal BC Museum is governed by an eleven-member Board of Directors, appointed by the province, and accountable to the Minister of Tourism, Arts, Culture and Sport. To learn more about their governance, visit the link [here](#).

For more information on the Museum's revenue, financial statements, and their annual report, please visit the link [here](#).



The Royal BC Museum Foundation

[The Royal BC Museum Foundation](#) is the not-for-profit organization whose sole purpose, since 1970, is to support the work of the Royal BC Museum. All grants and donations are received, receipted, and invested wisely by the Foundation, which then distributes funds strategically to further the work of the Royal BC Museum and help safeguard its future.

The Foundation also operates the [Royal Museum Shop](#) and specialty Gallery Shops – an important revenue source. The Royal BC Museum Foundation is governed by an elected volunteer Board of Directors and operated by dedicated staff, supported by an enthusiastic team of volunteers.

Modernization

The Royal BC Museum is building a [new collections and research building](#) in Colwood, BC. The proposed facility will house the Royal BC Museum’s collections and research department, and the BC Archives. It will provide dedicated research labs and learning spaces and improve access for British Columbians to the museum’s vast collections. For more details on their modernization project, visit the link [here](#).

Looking to the Future

To evolve and remain relevant to the communities it serves the RBCM is undergoing modernization, which is a complex, transformational process that impacts the museum’s physical presence and facilities and requires the museum team to undergo adaptive and technical organizational changes. For the RBCM to be successful, every employee must embody and exemplify a commitment to:

- Embracing informed, values-based ways of working that honour diversity, inclusivity, accessibility, and equity.
- Providing a place where diverse peoples and communities of British Columbia feel safe and supported as they 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.
- Incorporating an informed and values-based adoption, dissemination and implementation of Truth and Reconciliation principles, DRIPA and the province’s DRIPA Action Plan.
- Being respectful, inclusive, self-motivated, team-focused and collaborative.



Opportunity

The Vice President, Archives, Collections and Research is a leader of the Museum's Division who galvanizes and inspires its archival, curatorial and collections care and management, to continue to strategically build and preserve its substantial collection. The Vice President is responsible for leading the intellectual, programmatic, and international excellence of each of the departments and maintains the Museum's highest goals for research and scholarship.

Mandate

The Vice President acts as the Museum's chief curator and serves as a key member of the Museum's executive team. The Vice President is an advocate for the archives and entire collection and is responsible, together with other museum departments, for their care, interpretation, and stewardship.

The Vice President aligns with the executive team and is dedicated to exploring the changing nature of museums and their relationships to the public and is firmly committed both to excellence in collections based-research and conservation, curatorship, exhibition development and in supporting experience programming and delivery.

The Vice President leads a staff of up to 80 positions in Archives, Research, Collections Management and Conservation, and the Registrar's and as such, develops and leads multi-disciplinary teams to deliver research, and to support exhibitions, and experiential and educational programming for all ages.

The Vice President identifies requirements for funding for programs and collection development and works with the CEO and the executive team to identify, steward, and cultivate key supporters, sponsors, and donors, and contributes to funding applications, with oversight over funding applications related to archives, research, collections management and educational programming.

The Vice President is accountable for the overall success of the Division, in advancing the purpose, vision, and goals

and objectives of the Royal BC Museum, while also embodying the Museum's values. Attention is given to systems, program development, quality, fiscal management, compliance and operational management measures, internal and external relationships, outreach strategies, work culture enhancement and internal communication and consensus-building.

BC Archives

The Vice President provides direction to the Head of Archives in providing exceptional stewardship of, and access to, the province's archival collections. The BC Archives houses the government records of the province in addition to private records of historical significance and is the largest archives repository in Western Canada. The Vice President is accountable for leading an organization that is user-centred, respectful of staff expertise, supportive of Indigenous voices, and embeds institutional relevancy for the future. They collaborate effectively with colleagues, partners and stakeholders to deepen knowledge and widen understandings of British Columbia.

Collections Department (Curatorial; Collections Care)

The Vice President assumes responsibility for the scholarly output of the organization. The Vice President understands the importance of collections and research to a museum and has developed a passion to be able to harness that knowledge into an exciting and ever evolving commercial exhibition program. The Vice President establishes research and collection strategies and goals; oversees and directs integrated multidisciplinary project



teams of research and collection specialists. The position is responsible for the content and accuracy of information in programs relating to the history of BC and acknowledges the importance of the Museum's role as co-creator of community storytelling with communities-as-authority, and Museum as facilitator. The incumbent oversees the Division's involvement in a variety of policy development activities, including the Collections Strategy and Policy. The Vice President is responsible for leading and managing the Museum's acquisitions, championing conservation and ensuring the collections reflect the human and natural diversity in our province, and are more open and accessible to the audience and users we serve. The Division acts as a

strong partner and provides a consulting/advisory service to the public service, public sector, and heritage community with regard to preservation/valuation of historical documents and artifacts.

Registrar

Collection records related to the organization's history, archaeology, indigenous, natural history and archival collections are maintained and support records research, potential donations and documentation of deaccessioned items. The Vice President is responsible for all aspects of registration and documentation of the permanent collection and loan/temporary collections.

Looking Ahead - Deliverables

The Vice President of Archives, Collections and Research is expected to lead and deliver on the following:

- Lead on the development and ongoing review of the Collections Strategy and related policies, and all acquisitions, deaccessions and loan requests.
- Participate in the creation and successful delivery of a Collections Access Strategy that incorporates gallery renewal, online projects, and educational experience deliverables.
- Shape and deliver the Royal BC Museum's Research Strategy, working with an academic advisory group to ensure continuing world-class research.
- Provide leadership and direction resulting in greater public output of curatorial and scientific activities.
- Provide leadership and direction for the archives and collections to move to the new Collection and Research Building
- In collaboration with other Museum executives, oversee the implementation of the educational strategy in partnership with provincial ministries responsible for education and reconciliation.
- Represent the Royal BC Museum as the executive member on various partnership committees.
- Support and advise on the development and planning of a long-term 5-year Exhibition and Public Programming schedule, that provides an integrated approach to developing content across education, collections, curatorial, and related departments and corporate functions, and that aligns with the overall strategic plan, mission, vision, and values of the Museum.
- Support and advise on content for all exhibitions, core gallery renewals, and online projects.



The Individual

As the ideal candidate, you are a credible and well-respected leader throughout the museum and archival community. You bring significant curatorial leadership along with a post-secondary degree in museum studies, history or business management or an equivalent combination of education and/or related experience.

Required Competencies

The ideal candidate for this position is someone who:

- has either a post-secondary degree in museum studies, history, or business management or an equivalent combination of education and/or related experience.
- has exceptional leadership skills who can support the development of the directors and team members they oversee and support them through internal cultural change and facility transformation.
- is a highly creative and visionary thinker with ten years' experience at a leadership level within a major collecting museum or cultural institution.
- has a proven commitment to excellence and leadership in exhibitions, learning, research and curation, institutional best practices, and the highest ethical standards.
- is an effective communicator and collaborator with excellent written and verbal skills with fluency in written and spoken English.
- is knowledgeable or has a willingness to learn about and holds compassion for the representation of Indigenous issues in museums, and more generally, as a leader, has a track record of honouring, including, and representing/co-creating with diverse communities and thinkers in fulfilling objectives.
- has a minimum of five years of experience with budget and fiscal management.
- is an adept multitasker able to maintain a positive disposition under stress and willingness to travel and work evenings as required.
- has a strong network of peers at major museums around Canada and ideally the world.

The Museum is highly committed to inclusion, diversity, accessibility, and equity principles and nurturing a diverse workforce. Diverse applicants will be particularly welcome.



About the Location – Victoria, BC

This position is based in Victoria on Vancouver Island, British Columbia, Canada. As Western Canada's second oldest city and BC's capital city, Victoria has some of the best weather in Canada, scenic architecture, a buzzing local economy, and a great community.

Victoria is built on the traditional territory of the Lekwungen People. The Songhees and Esquimalt Nations are part of the Coast Salish family and are descendants of the Lekwungen family groups. Lekwungen is the original language of this land. The Lekwungen People hunted and gathered here for thousands of years before European exploration, carefully managing the land through controlled burning and food cultivation.



The first known European set foot in 1778 on this land. Then, the establishment of a trading post and fort in the mid 1800's, the creation of a crown colony, the hype of the Gold Rush, the incorporation of the City in 1862, and Confederation, Victoria has grown into a small yet big city. With an estimated regional population of 394,000, a moderate climate and scenic setting, Victoria has retained a very vital but comfortable quality of life. Victoria's downtown is a great place to explore with its old town charm history and ghost stories with clues of its history left behind from old Fort Victoria to Canada's oldest Chinatown. It's a place where you get all the amenities of a world-class city like universities, a downtown core, entertainment, and great outdoor activities with the friendliness of a small-town vibe.

Victoria is also called the City of Gardens, and for good reason. The City is very progressive and environmentally friendly. The great thing about being on the Island is that you're never more than a few kilometers from some spectacular greenery. It has the mildest winter climate of any city in Canada, and its many parks and green spaces have inspired its description as the garden city.

The main components of Victoria's economy are government and administration, defense (centred on nearby Canadian Forces Base Esquimalt), tourism, and services related to tourism and the retirement sector, which accommodates the many retirees the city and its surrounding region receive from Canada's colder climes. A budding tech scene, agriculture, forestry, fishing, and related industries (such as shipbuilding and repair), sawmilling, food processing, and several manufacturing industries also provide employment. Victoria has a number of excellent educational and research institutions, including the University of Victoria, Royal Roads University, Pearson College, and Camosun College.

Transportation is a significant factor in Victoria's economic well-being. Most visitors arrive by ferry from several points on the British Columbia mainland and from Seattle and Port Angeles in nearby Washington state. There is an international airport approximately 15 miles (25 km) north of the city, and floatplanes (small planes with pontoons that enable water landings) fly into Victoria's Inner Harbour.

Aside from the jobs in the usual industries, the streets of Victoria have an abundance of coffee shops and bars/breweries alike. With more restaurants per capita than almost anywhere else on the continent, Victoria is a foodie's paradise and home to a proud focus on fresh, inspired, and local fare. Dive into some dim sum in Canada's oldest Chinatown or enjoy just-caught seafood at a dockside café. For more information about Victoria and its surroundings, please visit: [Living in Victoria](#).



Additional Information

How to Apply

In order to apply, please submit a comprehensive CV along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please apply by April 7th, 2023.

The preferred method of application is online at:

<http://www.odgersberndtson.com/en/careers/18820>

Your Personal Information

At Odgers Berndtson, we have always respected the privacy and the confidentiality of the personal information provided to us in context with our executive search assignments. This has been a fundamental value in building trust with our candidates and clients. We are committed to keeping your information secure and managing it in accordance with our legal responsibilities wherever we operate in the world, including the Personal Information Protection and Electronic Documents Act ("PIPEDA") in Canada.

For more information on your rights and to find out much more about how we process your personal data, a copy of our Privacy Policy is available for your review on our [website](#).

By providing us with a copy of your resume and any subsequent personal information directly or from third

parties on your behalf such as references, you understand that it has been furnished with your consent for the purpose of possible disclosure to our client, who has agreed to comply with our Privacy Policy. We will not disclose your personal information to clients without your prior knowledge and consent.

Diversity, Equity, and Inclusion

Royal BC Museum is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by both Odgers Berndtson and Royal BC Museum throughout the recruitment, selection and/or assessment process to applicants with disabilities.

Odgers Berndtson is deeply committed to diversity, equity and inclusion in all the work that we do. As part of our efforts to better understand our ability to reach as broad a pool of candidates as possible for our searches, our DEI team would like to encourage you to take a moment and access our [Self-Declaration Form](#).

Contact Details

For a conversation in confidence, please contact:

Bridget Humeniuk

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Candidate Charter

Talented people are our lifeblood

Whether we approach you about a specific opportunity, or you contact us to share your biography and career ambitions, we want you to have a constructive experience of engaging with Odgers Berndtson. We recognize that we have a commitment to you as well as to our client, and we undertake that our dealings with you will be professional, courteous, rigorous and honest.

We will:

- Approach you after considered analysis and in relation to roles where we think there is a strong match. Your time is valuable; we don't want to waste it.
- Work to make your candidacy as strong as it can be.
- Represent you effectively and discreetly to our client, based on accurate information that you give us in confidence.
- Be inclusive, open and fair-minded.
- Keep you informed, communicating outcomes promptly, and giving fair and honest feedback where we can.
- Celebrate your success in the event of a successful outcome, and share any lessons in the event of disappointment.
- Take a long-term view, recognizing that you have a multi-year view of your own career. Where possible, we will help you fulfil your ambitions.
- Embrace continuous improvement, for example by carrying out regular independent audits of those we shortlist for roles.

If ever you feel we have not lived up to the letter or spirit of this charter, we encourage you to contact our Chief Operating Officer, Deborah Lucas (deborah.lucas@odgersberndtson.com).





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