

## CAREER OPPORTUNITY

Executive Administrative Assistant  
Strategic Relations & Initiatives  
Executive Office

---

One Full Time Position

One year temporary opportunity which may become permanent  
EAA

Annual Salary Range – \$ 60,161.40 to \$ 68,045.59

---

The Royal BC Museum (RBCM) was established in 1886, making it one of the oldest continually operating museums in Canada. Since its inception the museum has changed and evolved alongside the rest of the province. Today's RBCM is committed to creating community connections, gathering spaces and educational programs, and to providing opportunities for critical thinking, self-reflection, and thought-provoking experiences to people across BC and around the world.

The BC Archives were founded in 1894 and in 2003, both organizations joined together to become BC's combined provincial museum and archives, with its purpose being to broaden the understanding about our province. We are passionate about inspiring curiosity and wonder, while sharing BC's story with millions of visitors who walk through our doors and explore our website each year.

IMAX® Victoria is also part of the RBCM and provides incredible immersive cinematic experiences and work in tandem to deliver inspiring educational and entertaining experiences.

The RBCM, is updating not only the facilities and infrastructure, it is creating a new Collections and Research Building in Colwood, BC. It is an exciting time to join the museum team as we rethink and modernize our methods and processes, and welcome the perspectives and stories of all British Columbians.

The Executive offices of the Royal BC Museum provide leadership to the organization in four distinct business areas: Strategic Relations & Initiatives, Engagement & UNDRIP Implementation, EFO & Operations, and Collections and Research.

This position provides executive administrative support to ensure that Executive members are able to attend to the many urgent and competing demands and issues that require attention. This position responds to a high volume of highly sensitive inquiries and issues, and requires superior administrative, organizational, interpersonal and communication skills. The Executive Office's fast-paced and changing environment requires keen judgment and strong problem-solving skills to effectively prioritize and deal with the numerous issues that arise daily.

This position requires the incumbent to be proactive and take appropriate initiative to obtain required information within critical deadlines. You must be able to perform duties using tact, discretion, sensitivity and confidentiality, with strict attention to detail is required.

The position plays a pivotal role in the successful functioning of the Executive by managing calendars, making travel and meeting arrangements, typing confidential documents, organizing files, emails and reports.

Requirements of this position include completion of Grade 12 plus a certificate in office/business/public administration; or equivalent work experience. Additionally, the incumbent must have a minimum of 3 years relevant experience at a progressively more responsible level, including managing demanding Executive calendars. They should have the experience establishing and maintaining operational and administrative procedures and using M Suite of products. Experience with ARCS and ORCS is preferred.

**An eligibility list may be established for future temporary and/or permanent vacancies.**

### **How to Apply:**

Your application must clearly demonstrate how you meet the job requirements listed with the job profile.

**Please submit your resume and cover letter in pdf format by Thursday May, 25<sup>th</sup> 2023 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2023-29: via email to:**

[RBCMapplications@royalbcmuseum.bc.ca](mailto:RBCMapplications@royalbcmuseum.bc.ca)

### **Additional Information:**

This position requires a Criminal Records Check under the BC Public Service Screening Policy and the Criminal Records Review Act. All applicants must be legally entitled to work in Canada (i.e., have Canadian citizenship or permanent resident status).

The Indigenous Applicant Advisory Service is available to applicants that self-identify as Indigenous (First Nations, status or non-status, Métis, or Inuit) person seeking work or already employed in the BC Public Service. For guidance on applying and/or preparing for an interview, please contact

[IndigenousApplicants@gov.bc.ca](mailto:IndigenousApplicants@gov.bc.ca) or call #778-405-3452.

The Royal BC Museum, Archives and IMAX Victoria celebrate culture and history, sharing the stories of British Columbia in ways that enlighten, stimulate and inspire. Through research and learning, we strive to broaden understanding of our province and inspire curiosity and wonder. Located in Victoria on the traditional territory of the Lekwungen (Songhees and Xwsepsum Nations), we are proud to welcome 800,000 visitors annually.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer, please advise People and Development of any accommodations required to assist you to ensure equitable participation in this hiring process.

## **JOB PROFILE**

Position #112456

**TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT**  
**SUPERVISOR TITLE: VP, STRATEGIC RELATIONS & INITIATIVES**  
**SUPERVISOR POSITION #: 52174**  
**DEPARTMENT: STRATEGIC RELATIONS & INITIATIVES**

**CLASSIFICATION: EAA**

### **CONTEXT**

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 Executive offices of the Royal BC Museum provide leadership to the organization in four distinct business areas: Strategic Relations & Initiatives, Engagement & UNDRIP Implementation, EFO & Operations, and Collections and Research.

## **JOB OVERVIEW**

This position provides executive administrative support to ensure that Executive members are able to attend to the many urgent and competing demands and issues that require attention. This position responds to a high volume of highly sensitive inquiries and issues, and requires superior administrative, organizational, inter-personal and communication skills. The Executive Office's fast-paced and changing environment requires keen judgment and strong problem-solving skills to effectively prioritize and deal with the numerous issues that arise daily.

This position requires the incumbent to be proactive and take appropriate initiative to obtain required information within critical deadlines. You must be able to perform duties using tact, discretion, sensitivity and confidentiality, with strict attention to detail is required.

The position plays a pivotal role in the successful functioning of the Executive by managing calendars, making travel and meeting arrangements, typing confidential documents, organizing files, emails and reports.

## **ACCOUNTABILITIES**

- Manages the VP's calendars by determining priorities and urgent situations, scheduling meetings or time, and making changes and adjustments as required.
- Screens incoming phone calls, emails and visitors to determine the nature and priority of the inquiry or request.
- Greet clients and visitors to the Executive offices, in person and on the phone.
- Opens, sorts, and distributes all incoming and outgoing mail, email and other correspondence, and responds to routine inquiries.
- Types, copies, distributes, files, and retrieves correspondence of a routine or confidential nature such as letters, memos, presentations, reports, spreadsheets, agendas, minutes, proposals, staff performance evaluations, or other materials as requested by the VP.
- Prepares materials for meetings, such as agendas, PowerPoint presentations and background/briefing materials; and brief the VPs on meeting topics, issues, and background.
- Anticipates information needs and compiles reports; organizes appropriate materials for meetings, conferences, appointments or interviews. Organizes, prepares, and distributes information packages for the Executive office for meetings such as planning documents, agendas or other related information pieces.
- Manages the VP's calendars and travel schedules through careful planning, coordination and communication to maximize time management and ensuring that expense claims, business meeting expenses and travel authorizations comply with Museum policy.
- Organize meetings involving multiple senior staff/executives from within the organization and externally as requested by VP or by callers. Organizes and schedules meetings, including contacting participants, booking rooms, ordering refreshments, and any other arrangements as required.
- Organizes, prepares and compiles accurate briefing materials and ensures security of confidential and restricted documents.
- Tracks and follows up on issues or projects, ensuring they are addressed and resolved in an accurate and timely manner.

---

Job Family:

Job Stream: n/a

PSA Approved Date:

- Prepares bulk mailings both electronically and by hard copy using Microsoft mail merge in Outlook and in Word, keeping the recipients confidential.
- Maintain, update, and build the VIP Contact Lists; research required to find contact information for business or government leads.
- Plan, organize and co-ordinate functions and special events for the Royal BC Museum (e.g., confirming guests lists and sending out invitations to special events); make arrangements for refreshments for meetings planned on behalf of Executive.
- Develops administration for internal standing committees and organization meetings, including preparing and distributing meeting minutes, preparing agenda packages, arranging meeting dates/times/rooms, and contacting participants, and attends meetings to record minutes.
- Exercises credit card spending for Executive and Museum purchases; responsible for credit card reconciliation.
- Assists the Executive/Board Coordinator to the CEO in various tasks, including the preparation and distribution of Board Meeting and Board Committee Meeting Packages and communicates regarding pertinent Executive issues.
- Set up and maintains a comprehensive filing system - electronic and paper - for the Executive offices in accordance with the ARCS/ORCS records management system. Manages the bring-forward system. Organizes files for long-term storage.
- Completes special projects as assigned by the VP's or Executive Coordinator to the CEO. Support the implementation and coordinate quarterly reporting related to the Royal BC Museum's Service Plan; ensure timely reporting by the staff and Executive team. Coordinate completion of branch annual plans for Executives; and consolidate information into each document on behalf of those branches; consolidate quarterly reports for the Corporation for quarterly submission to the Board, and to be included in the Annual Report for the Corporation.
- Back-up to the Executive Coordinator during vacation, illness and other absences from the office and must obtain and maintain a sufficient level of knowledge and awareness of the procedures of the CEO office in order to fill these requirements on a minimal amount of notice.
- Keep policies up-to-date by flagging outdated policies for Executive review; applying policies and procedures to administration of Executive processes.
- Provide assistance to general Museum staff; explain administrative processes, troubleshoot administrative or technological problems, explain corrective improvements.
- Inventory, maintain, and re-supply Executive supply cupboard, including publications, stationary and Executive meeting package materials.
- Renew subscriptions, business licenses, liquor licenses, etc. as required by credit card or online purchase.
- Maintain a supply of complimentary Museum tickets for Executive use.
- Monitor and address incoming e-mails to Vice Presidents' inboxes when member of Executive is on holiday or otherwise requests such.
- Operate photocopier, ability to adjust photocopier settings, change toner in photocopier and replace waste toner cartridge, troubleshoot/diagnose/repair photocopier problems, coordinate service calls for photocopier repairs.
- Performs other related duties as assigned.

Job Family:

Job Stream: n/a

PSA Approved Date:

## JOB REQUIREMENTS

### Education and Certification

- Grade 12 plus a certificate in office/business/public administration; or equivalent work experience

### Experience

- Minimum of 3 years relevant experience at a progressively more responsible level, including managing demanding Executive calendars
- Managing travel arrangements and compiling meeting materials
- Experience establishing and maintaining operational and administrative procedures
- Experience using MS Suite of products (Outlook, Word, Excel etc)
- Experience with ARCS and ORCS is preferred

### Knowledge:

- In-depth understanding of the workings of an Executive Office (visitor service/executive reception)
- Knowledge of office procedures: drafting letters, memos, reports and management of information
- Knowledge of financial procedures: accounts payable, coding, tracking

### Skills/Abilities

- Demonstrated skills in planning and organizing own workload and priorities with limited direction
- Excellent written and oral communications skills
- Ability to maintain strict confidentiality and to exercise sound judgment and discretion when dealing with sensitive information and issues
- Significant and sound working knowledge of various software programs including MSOffice

## BEHAVIOURAL COMPETENCIES

**Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.

**Organizational Awareness** is the acumen to appreciate and the ability to use the power relationships in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.

**Planning, Organizing and Coordinating** 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.

---

Job Family:

Job Stream: n/a

PSA Approved Date:

**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.

**Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

**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 (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.

**Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous 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.