

CAREER OPPORTUNITY

Collections Manager, PPM, Entomology
Research and Collections Management
Archives, Collections and Research Division

One Full Time Position – One-year term until 2024
Heritage Resources Officer 18
Annual Salary Range: \$ 62,255 - \$ 70,557

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 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 Research and Collections Management department of the Royal BC Museum provides for the acquisition, documentation, preventative conservation, preparation, and management of the human history and natural history collections. The department plays a central role in preparations for packing and moving the Royal BC Museum collections to a new Collections and Research Building in 2026. Staff plan, execute and track progress, and evaluate collection management of the collections in consultation with respective Curators, Collection Managers and Researchers, Sr. Lead, PPM and Strategic Collections Management, and Director, Research and Collections Management, towards prep, pack and move goals. Staff support educational and research access to the collections, information and curatorial expertise as required.

Under the general direction of the Director of Research and Collections Management, this position is primarily responsible for preparing, supporting and maintaining the Natural History collection with a specific focus on Entomology for transport. The auxiliary collection manager works with the guidance of current discipline-specific collection staff to conduct collections management projects and activities related to the discipline, with a specific focus of preparing the collection to move to the new Collections and Research Building in Colwood.

The successful candidate needs to have a minimum of a Bachelor's degree in one of the biological sciences OR a certificate or diploma in Museum Studies and three or more years recent and relevant experience in entomology collections. The applicant will have three years of related and progressively responsible work experience in natural history museum collections preparation, documentation, care and supervision. The incumbent will have proven experience rehousing and preserving collections in the archival maintenance of dry and wet preserved specimen collections.

Before you apply for this position, you must meet the eligibility requirements. To be eligible to work in Canada, you must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the federal Immigration Act. Eligibility to work in Canada is granted through citizenship, permanent resident status, or a work permit.

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 in PDF format by Wednesday, 30th of August, 2023 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2023 - 31 via email to:

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 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 # 132834

TITLE: COLLECTION MANAGER, PPM, ENTOMOLOGY

CLASSIFICATION: HRO18

SUPERVISOR TITLE: DIRECTOR OF RESEARCH AND COLLECTIONS MANAGEMENT

SUPERVISOR POSITION #: 88705

DEPARTMENT: RESEARCH AND COLLECTIONS MANAGEMENT

DIVISION: ARCHIVES, COLLECTIONS AND RESEARCH

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 Research and Collections Management department of the Royal BC Museum provides for the acquisition, documentation, preventative conservation, preparation, and management of the human history and natural history collections. The department plays a central role in preparations for packing and moving the Royal BC Museum collections to a new Collections and Research Building in 2026. Staff plan, execute and track progress, and evaluate collection management of the collections in consultation with respective Curators, Collection Managers and Researchers, Sr. Lead, PPM and Strategic Collections Management, and Director, Research and Collections Management, towards prep, pack and move goals. Staff support educational and research access to the collections, information and curatorial expertise as required.

INSTITUTIONAL RESPONSIBILITIES

- Support the Museum's mission, vision, values and core commitment to being user-centred, supporting indigenous voices, and embedding institutional relevancy for the future.
- Contribute to and support the Museum's strategic plan, annual priorities and institutional initiatives such as diversity advancement.
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity and community engagement.
- Promote the museum's positive response to UNDRIP, TRC, DRIPA and the Task Force Report.

JOB OVERVIEW

Under the general direction of the Director of Research and Collections Management, this position is primarily responsible for preparing, supporting and maintaining the Natural History collection with a specific focus on Entomology for transport. The auxiliary collection manager works with the guidance of current discipline-specific collection staff to conduct collections management projects and activities related to the discipline, with a specific focus of preparing the collection to move to the new Collections and Research Building in Colwood.

Job Family:

Job Stream:

PSA Approved Date:

ACCOUNTABILITIES

1. In collaboration with existing staff, manage natural history specimens in the Entomology collection, and perform collections management functions by:
 - Preparing collections for a move into the new Collection and Research Building.
 - Keeping current with taxonomic classification and using expertise in taxa to prepare specimens.
 - Identifying accessioned and un-accessioned entomology specimens to the lowest level possible using scientific keys and descriptions.
 - Registering, grouping, organizing, location tracking and storing specimens and associated data.
 - Entering data, investigating anomalies and maintaining the integrity of the collection data base.
 - Facilitating loans by retrieving, packaging, permitting, and inspecting condition of specimens
 - Correcting any disorganization or erroneous data or specimen correlations in collection(s).
 - Preparing and preserving entomology specimens for scientific and education purposes according to varied and standardized procedures and taxonomic needs.
 - Conducting surveys on the status of the collection, as required.
 - Updating the scientific classification or organization of the collection to reflect current knowledge of species in consultation with discipline-specific staff.
 - Participate in a culture of ongoing learning, collaboration, innovation, creativity and community engagement.
 - Promote the museum's positive response to UNDRIP, TRC, DRIPA and the Task Force Report.
2. Contributes to the Royal BC Museum learning and community engagement activities and performs related duties by:
 - Assisting in the development and delivery of learning outreach programs, and contributing to Prep, Pack and Move communication efforts, in conjunction with other staff as required.
 - Answering public inquiries in area of expertise relating to the collection as required.
3. Plans and carries out collections management projects to enhance understanding, access and integrity of the collection by:
 - In consultation with the Curator and Collection Manager and Researcher plan and conduct collection development activities including routine deposits, repatriation, acquisition, deaccessions, transfers, exchanges or loans of collections using various appropriate resources (i.e. Collection Policy and Procedures).

Job Family:

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JOB REQUIREMENTS

Candidates are initially assessed on the Education and Experience criteria. Those who meet these criteria will be invited to demonstrate their skills, abilities and behavioral competencies through various assessment methods.

Experience, Education and Training Requirements

- Minimum of a bachelor's degree in one of the biological sciences
OR
- A certificate or diploma in Museum Studies and three or more years recent and relevant experience in entomology collections
- Three years of related and progressively responsible work experience in entomology museum collections preparation, documentation, care, and supervision
- Proven experience rehousing and preserving entomology collections in the archival maintenance of dry and wet preserved specimen collections

Knowledge, Skills and Abilities

- Knowledge of biodiversity, and a working knowledge of the natural history of British Columbia
- Knowledge of Entomology diversity in western North America
- Extensive information gathering skills
- Ability to direct and collaborate with staff, volunteers, students, and contractors
- Ability to synthesize ideas and information
- Able to lift 18 kg to waist level in a straight lift as per ergonomic guidelines

BEHAVIOURAL COMPETENCIES

- **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be 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.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

Job Family:

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- **Teamwork & Cooperation** is the ability to work cooperatively 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.
- **Change Management** is the ability to support a change initiative that has been mandated within the organization. It involves helping the organization's members understand what the change means to them and providing the ongoing guidance and support that will maintain enthusiasm and commitment to the change process.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues.
- **Self-Discovery & Awareness** means understanding one's thoughts, feelings, values, and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.
- **Cultural Agility** means 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.

Job Family:

Job Stream:

PSA Approved Date: