

CAREER OPPORTUNITY

Conservation Manager
Conservation Department
Archives, Collections and Research Division

Full Time - Permanent
HRO 27 (Classification Under Review)
Annual Salary Range: \$80,652.20 - \$91,992.70

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 Conservation team safeguards the Museum's archival, human and natural history collections through preventive care programs and interventive treatment in accordance with the Canadian Association of Conservation's Code of Ethics and applicable legislation. Conservation provides highly specialized expertise in the technical examination and understanding of materials thereby contributing to a growing body of knowledge across all collection disciplines. Conservation plays a crucial role supporting access, exhibits, repatriation, events, loans, acquisitions/deaccessions and forms the basis for ongoing collections care.

The Conservation team is part of the Archives, Collections and Research division and engage in an evolving dialogue with peers to implement and advance the practice of conservation treatment, conservation science and access to collections, placing the best possible stewardship of BC's cultural heritage at its heart. Under the general guidance of, and in consultation with, the Director of Marketing, Communications and Business Development, the Corporate Communications Manager contributes to a wide range of corporate communications initiatives, including planning, developing and implementing the organization's internal and

external strategies; and liaising extensively with government, agencies, stakeholders and other organizations as required to fulfil the internal and external communications needs and meet the Royal BC Museum's strategic priorities.

Reporting to the Vice President Archives, Collections & Research, the Conservation Manager has the authority and responsibility to act on all conservation issues and seeks approval from the institutional leadership as mandated and/or based on professional standards. The Manager supervises and mentors conservation staff and is responsible and accountable for the performance and activities of the conservation team and interns. This position ensures staff and contractors are familiar with and respect ethical standards of conservation practice as outlined in the Code of Ethics and Guidance for Practice of the CAC and CAPC, while aligning conservation practice with UNDRIP, the Museum Act and other relevant legislation and professional standards.

The Conservation Manager contributes to strategic planning and policy development with senior management on matters related to cultural heritage preservation and collaborates as part of a diverse leadership team. In addition, the position advocates with senior management, for resources and the preservation of cultural heritage in daily operations within the Museum and in alignment with RBCM institutional and strategic priorities.

The successful candidate requires either a Master's degree in Conservation or a Bachelor's degree and an advanced/graduate diploma or certificate in cultural heritage conservation or cultural heritage management, and 6 years of progressively responsible experience as a conservator. The applicant will also need to have a minimum of 2 years' experience managing, leading and mentoring results-based work teams of professional conservators in an institutional setting, experience in integrated pest management and environmental monitoring practices in museums, experience in the conservation treatment and assessment of organic, inorganic, and composite objects and belongings, experience in preparing, packing, and assessing various collections objects for exhibits and loans and experience with budget management.

Preference may be given to those with accredited status (or working towards accredited status) with Canadian Association of Professional Conservators (or other national accredited body). Preference may also be given to those who have experience in project management and in researching for best practices and publications.

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 and cover letter in pdf format by Wednesday August 30th, 2023 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2023 - 50 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 #47270

TITLE: CONSERVATION MANAGER**CLASSIFICATION: HRO 27 UNDER REVIEW****SUPERVISOR TITLE: VP, ARCHIVES, COLLECTIONS AND RESEARCH****SUPERVISOR POSITION #: 47207****DEPARTMENT: CONSERVATION**

CONTEXT

Established in 1886, The Royal BC Museum (RBCM) is one of the oldest continually operating museums in the country and one of Canada's greatest cultural treasures. The BC Archives were founded in 1894 and in 2003 these two organizations were combined to become the Provincial Museum and Archives. Your museum seethes with curiosity, discovery and the spirit of creativity, in a dynamic environment where many different professions and skills work together. Currently the Museum houses and cares for 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 the exploration of human and natural history we seek to advance new knowledge and understanding of British Columbia and provide for a vibrant forum for thought-provoking discussion and a place for cultural reflection. With a passion to share British Columbia's story, broaden understanding and inspire wonder, learning and critical thinking, our teams engage in research and intellectual exploration and create opportunities to share and exchange knowledge with other researchers and the public.

To ensure we continue to remain relevant and accessible to the communities we serve, the Museum has committed to modernization both of our physical space and our internal structures and roles. Modernization is a complex and long-term undertaking that challenges all staff to engage in this transformational journey, to explore and embrace business process re-design and participate and contribute to creating a strong and resilient internal team-based culture built on shared values and beliefs aligned with the organization's transformational goals.

The Archives, Collections and Research Division provides for the acquisition, documentation, conservation and management of the archival, human history and natural history collections. The teams are engaged in planning, directing and evaluating research, ensuring public access to the collections including providing information and curatorial expertise and overseeing the regional outreach research and education program. This work requires sensitivity, tact and discretion particularly when dealing with the donors of culturally sensitive items.

A new collections and research building (CRB) is planning to open in 2026 in Colwood, and will house the Province's collections, research departments and the BC Archives and will be open to the public.

DEPARTMENT OVERVIEW

The Conservation team safeguards the Museum's archival, human and natural history collections through preventive care programs and interventive treatment in accordance with the Canadian Association of Conservation's Code of Ethics and applicable legislation. Conservation provides highly specialized expertise in the technical examination and understanding of materials thereby contributing to a growing body of knowledge across all collection disciplines. Conservation plays a crucial role supporting access, exhibits, repatriation, events, loans, acquisitions/deaccessions and forms the basis for ongoing collections care.

The Conservation team is part of the Archives, Collections and Research division and engage in an evolving dialogue with peers to implement and advance the practice of conservation treatment, conservation science and access to collections, placing the best possible stewardship of BC's cultural heritage at its heart.

JOB OVERVIEW

Reporting to the Vice President Archives, Collections & Research, the Conservation Manager has the authority and responsibility to act on all conservation issues and seeks approval from the institutional leadership as mandated and/or based on professional standards. The Manager supervises and mentors conservation staff and is responsible and accountable for the performance and activities of the conservation team and interns. This position ensures staff and contractors are familiar with and respect ethical standards of conservation practice as outlined in the Code of Ethics and Guidance for Practice of the CAC and CAPC, while aligning conservation practice with UNDRIP, the Museum Act and other relevant legislation and professional standards.

The Conservation Manager contributes to strategic planning and policy development with senior management on matters related to cultural heritage preservation and collaborates as part of a diverse leadership team. In addition, the position advocates with senior management, for resources and the preservation of cultural heritage in daily operations within the Museum and in alignment with RBCM institutional and strategic priorities.

PRIMARY ACCOUNTABILITIES

Required:

- As a member of the leadership team, provides input into strategic planning and policy development regarding cultural heritage preservation matters; provides recommendations to the leadership team regarding program improvements through the application of knowledge and/or techniques gained through research, experiments, or projects; implement program improvements.
- Evaluates, updates, creates, and communicates conservation and preservation standards, policies, protocols and procedures and ensures these are adhered to within the team; provides expert advice, guidance and support to staff throughout the Museum for access, handling, housing, storage, environmental control, mold and pest control, object installation and de-installation, exhibition, packing and transit.

Job Family:

Job Stream: n/a

Latest Up-date – June 1, 2023

- Manages and coaches a professional staff of conservators including scheduling, assignment/delegation of work, development and evaluation of performance plans and approval of leave; ensures activities in the various labs adhere to conservation standards, policies, protocols and practices as well as Worksafe BC and OHS requirements and standards; supervises the activities of interns and volunteers.
- Manages contracted conservators, defines deliverables and advises on contracts relating to conservation where collections are involved or may be impacted e.g. historical house maintenance, gallery maintenance, and incoming and outgoing exhibits.
- Evaluates and reports on the health of the collection, advising on environmental requirements and conducting regular risk assessments; proposes interventive conservation treatment including consulting with collection managers, curators, archivists and the preservation manager regarding mitigation measures; assists or implements solutions; oversees the integrated pest management program and related digital reporting.
- Reviews conservation assessments on potential new acquisitions and provides conservation recommendations to the collection committee to inform acquisition decisions.
- Evaluates physical risks to collections in relation to events or functions in the galleries, develops strategies to mitigate risks and works with Facilities team to implement these strategies; acts as point of contact in the event of incidents relating to sudden risks to collections.
- In coordination with the Indigenous Collections and Repatriation team (ICAR) and in the spirit of UNDRIP guides the department to participate in community-led collections care practices for belongings residing with the RBCM. This involves community engagement, building trust-based relationships, supporting repatriation and access requests, and carrying out conservation treatment with respect to community needs at the forefront.
- Collaborates with the Disaster Response/Business Continuity team – as well as provincial and national partners (i.e. Canadian Conservation Institute, BC Heritage Emergency Response Network) – to develop and carry out emergency preparedness planning; Coordinates and ensures appropriate staff training within various RBCM departments in emergency preparedness and leads the response to emergencies within the RBCM with regards to collection salvage.
- Supports Registration by reviewing facilities reports, advising on collection needs going on loan, and loan agreements. Coordinates and assigns the work of conservators to provide condition assessments/reports for incoming and outgoing loans and advises on packing collections material for transit.
- Develops and updates information and presents to a wide audience including conducting regular workshops for executive, new staff and volunteers and members of the public regarding the practice of conservation.
- Actively participates in conservation-related professional organizations and orchestrates team learning and skill advancement opportunities.
- Prepares budget proposals and allocates and tracks the Conservation department budget; administers, and reports on contracts, grants and awards allocated to Conservation project work and/or personnel;

Job Family:

Job Stream: n/a

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applies for external grant funding where possible and appropriate for major conservation projects; reports and presents on departmental plans and projects.

JOB REQUIREMENTS

EDUCATION:

- Master's degree in Conservation or a Bachelor's degree and an advanced/graduate diploma or certificate in cultural heritage conservation or cultural heritage management, and 6 years of progressively responsible experience as a conservator.
- Preference for accredited status (or working towards accredited status) with Canadian Association of Professional Conservators (or other national accreditation body).

EXPERIENCE:

- At least 2 years' experience managing, leading and mentoring results-based work teams of professional conservators in an institutional setting
- Experience in integrated pest management and environmental monitoring practices in museums
- Experience in the conservation treatment and assessment of organic, inorganic, and composite objects and belongings
- Experience in preparing, packing, and assessing various collections objects for exhibits and loans
- Experience with budget management
- Prefer experience in project management
- Prefer experience in research for best practices and publication.

An equivalent combination of education and experience may be considered.

KNOWLEDGE:

- Comprehensive knowledge of current conservation theory, methods and ethics and emerging trends for conservation practice within museums and archives and how to incorporate them into planning.
- Understanding of institution-wide workflows for large-scale projects (i.e. preparing/ installing exhibitions; facilitating repatriations; acquisition and divestment) and how to align conservation work effectively.
- Thorough understanding of how to plan, conduct and manage complex conservation treatments on a wide variety of cultural heritage objects, belongings and natural history specimens as well as caring for historic sites and structures.

- Thorough understanding of the methods and techniques for scientific analysis to be used for: testing materials for suitability in the packing or display of objects; identifying unknown materials and methods of construction of historic objects; detecting hazards in collections.
- 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, and the Truth and Reconciliation Commission Final Report – Calls to Action, is an asset.

SKILLS / ABILITIES:

- Mediation and conflict resolution skills.
- Ability to provide briefings, oral and written, to peers, stakeholders and management.
- Ability to mentor, motivate and manage staff.
- Ability to foster an environment of cooperation and respect.
- 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, partners and staff to achieve goals.
- Ability to translate conservation theory into practice within resources available.
- Ability to make sound and collaborative decisions that respect the needs of community and knowledge keepers and incorporate community goals into the long-term conservation plans for objects and belongings.

This work requires some travel to view and/or transport objects or and evaluate or provide services to facilities for conservation purposes. There are potential hazards including chemicals, sub-zero temperatures, and heavy lifting associated with analysis and treatments of objects and suitable precautions must be taken.

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 ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**

BEHAVIOURAL 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.

Job Family:

Job Stream: n/a

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- **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 facilitation 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.
- **Empowerment** is the ability to share responsibility with individuals and groups so that they have a deep sense of commitment and ownership. People who practice empowerment participate and contribute at high levels, are creative and innovative, take sound risks, are willing to be held accountable and demonstrate leadership. They also foster teamwork among employees, across government and with colleagues and, as appropriate, facilitate the effective use of teams.
- **Innovation** is 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** is a desire to lead others, including diverse teams.
- **Planning, Organizing and Co-ordinating** involves proactive 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.