

## CAREER OPPORTUNITY

Senior Registrar  
Registration Department  
Archives, Collections and Research Division

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Full-Time - Permanent  
Heritage Resources Officer 24  
Annual Salary Range: \$73,855 - \$84,134

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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.

Registration is the main point of contact for loans, re-patriation for exhibits and for the registration of items/objects entering the collection to ensure clear documentation. The Senior Registrar leads this team to ensure high standards of care and conservation, and careful and accurate records are maintained, and that collections and related data are easily and rapidly retrievable for exhibit, conservation or research purposes. The position is accountable for identifying and developing improvements to the centralized information system to ensure the continuing integrity of the system that supports all of the disciplines and allows for ease of access. The Senior Registrar is instrumental in ensuring close collaborative relationships are maintained across all other departments and disciplines, creating opportunities for cross-collaboration and dialogue and contributing to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation and continuous improvement.

To qualify, candidates should hold a Bachelor's Degree in history, museum studies, public administration, or a closely related field. Alternatively, an equivalent combination of education and experience, including Indigenous knowledge systems, lived experience, and education, will be considered.

A minimum of three years' registration experience within a collections management and object handling setting (e.g., archives, museum, art gallery) is required, encompassing proficiency with collection management systems and expertise in disciplines like natural or human history. Additionally, candidates should possess a minimum of two years' leadership experience with professional staff teams and to include experience as a Registrar in a mid to large institution.

**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 cover letter and resume in pdf format by Wednesday, September 27<sup>th</sup>, 2023 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2023 - 55 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 # 88727

**TITLE: SENIOR REGISTRAR**

**CLASSIFICATION: HRO24**

**SUPERVISOR TITLE: VP, ARCHIVES, COLLECTIONS AND RESEARCH**

**SUPERVISOR POSITION #: 47207**

**DEPARTMENT: REGISTRATION**

**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.

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. Your museum abounds 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 is 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.

The Registration department manages the acquisition and documentation of the archival, human history and natural history collections. 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 planned to open in 2026 in Colwood, BC and will house the Province's collections, research departments and the BC Archives, and will be open to the public.

## JOB OVERVIEW

Registration is the main point of contact for loans, re-patriation for exhibits and for the registration of items/objects entering the collection to ensure clear documentation. The Senior Registrar leads this team to ensure high standards of care and conservation, and careful and accurate records are maintained, and that collections and related data are easily and rapidly retrievable for exhibit, conservation or research purposes. The position is accountable for identifying and developing improvements to the centralized information system to ensure the continuing integrity of the system that supports all of the disciplines and allows for ease of access. The Senior Registrar is instrumental in ensuring close collaborative relationships are maintained across all other departments and disciplines, creating opportunities for cross-collaboration and dialogue and contributing to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation and continuous improvement.

## PRIMARY ACCOUNTABILITIES

1. Manages relationships with existing or new donors and others, offering items/objects for acquisition or loan to the museum including interviewing potential donors to gain historical and other information and respecting often-sensitive historical/cultural/political issues; assists staff and visitors in obtaining collection, donor and source information and documentation.
2. Develops and implements policies, processes, forms and standards for the temporary receipt, appraisal, tax receipt, donor acknowledgement, legal transfer, insurance, loans management, registration processing and tracking, deaccessioning and summary reporting for the institutional archival, artefact and natural history collections; prepares regular reports for senior management review.
3. Develops consensus and resolves differing/conflicting opinions and points of view regarding potential variations in collections management processes and standards.
4. Provides oversight to the team to ensure all objects including new acquisitions and loaned/temporary items are carefully and consistently managed, according to industry standards of care and conservation.
5. Oversees and conducts periodic inventory control procedures and material audits of artefacts in storage, on exhibit and on loan to verify the integrity of the centralized records management system; identifies and implements improvements/changes to ensure all registration files and records associated with objects in the collection are maintained in perpetuity in accordance with collection management standards.
6. Ensures the accuracy of all accession records, conveyance documentation, artefact data sheets, condition reports and other permanent records filed in the accession records directly or through the Registrars and Collection Managers.
7. Manages the collection records related to the organization's tracking and documentation of history, archaeology, Indigenous, natural history and archival collection; creates and maintains collection

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Job Family:

Job Stream:

Next Edition:

records including deaccession, deeds of property, object cards and files, donor files, exhibition files, loan and bequest files, location files (permanent and loan).

8. Maintains computer data bases for collections including specific collection types, outgoing loans, photographic materials, artifact location histories, and active and closed potential acquisitions.
9. Oversees all in-coming and out-going loans, acts as liaison with borrower/lender and ensures all loans are reviewed by Archivists, Curators, Conservators, Collection Managers and Vice President; obtains approvals or non-approvals and insurance values; supervises and coordinates shipping of items from the collection for organized touring exhibitions.
10. Builds and maintains strong open working relationships with all other departments and disciplines and creates opportunities for dialogue to promote a spirit of collaboration and a culture of mutual respect and cooperation.
11. Serves as Secretary to the Collections and Research Committee and contributes to vital conversations, decisions.
12. Contributes to the preparation/formulation of an annual budget for accessions and loan related functions and monitors budget expenditures throughout the fiscal year; provides periodic reporting to management; participates in annual business plan and goal development and quarterly reporting on goals.
13. Represents the Museum before professional museum organizations, funding agencies, businesses, service clubs, government agencies and the general public.
14. Supervises a team including performance management and leave approval and provides supervision to volunteers, interns and contractors.

## **JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE:**

Bachelor's Degree in history, museum studies, public administration, or closely related field or an equivalent combination of education and experience OR a combination of Indigenous knowledge systems, lived experience and education. AND

- A minimum of three years of registration experience in an environment involving collections management and object handling (i.e. archives, museum, art gallery, etc). including:
- Expertise with collection management systems
- Expertise in one or more of the collection disciplines of the Royal BC Museum such as natural or human history.
- A minimum of two years leading a team of professional staff.

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Job Family:

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**Preferences:**

- A Master's degree preferably related to museum studies
- Experience as a Registrar in a mid to large institution
- Experience preparing collections for a move (would be an asset)

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of museum registration methods, cataloguing, conservation and storage practices as well as legal and insurance issues.
- Knowledge of professional museum and archival practices and procedures, especially in the area of collections records management.
- A good understanding of BC history.
- Excellent organizational skills
- Strong computer skills
- Demonstrated ability multi-task with precise attention to detail.

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**

- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.
- **Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.
- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Communicating Effectively** involves good presentation skills (verbal and written), careful listening, problem framing and use of presentation technologies.
- **Self-discovery and 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.

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Job Family:

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- **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 openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.