

## CAREER OPPORTUNITY

Collection Manager, Archives

Archives Department

Archives, Collections and Research Division

---

Full Time, Permanent

Heritage Resources Officer 18

Annual Salary Range: \$62,255.85 - \$70,557.73

---

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 BC Archives is part of the Archives, Collections and Research division and works closely with peers to ensure the evidence and stories revealed in our documentary heritage are incorporated into Museum programming, exhibits, events and learning. The BC Archives is the provincial archives, and collectively we acquire, preserve and make publicly accessible the documentary heritage of the province, and provide physical and digital access to collections of historical photographs, documents, sound recordings, film, art, maps and publications.

Modernization is not confined to revitalizing and improving our physical collections space, the BC Archives is focused on our users and transforming our services to the public, as well as the development of a digitization and digital preservation strategy that will ensure we can continue to preserve and provide access to our collections for centuries to come. BC Archives is working to build strong, respectful relationships with BC communities, address our colonial legacy, and implement the Reconciliation Framework for Canadian Archives. We are committed to reconciliation-based and trauma-informed archival practice.

Reporting to the Preservation Manager this position is responsible for preservation and physical management of archival records in all media in BC Archives legal custody with a focus on textual and cartographic collections, including: housing and storage of records; preventive conservation of fragile or fugitive original records; location management; assisting with staff and client access to original archival records; advising staff, clients, and government offices on physical management of records; assessing new acquisitions, organizing conservation contracts; preparing and packing records for loan, shipping or exhibition; assisting with exhibits; creating and maintaining manual and electronic documentation relating to these activities; and recommending policies and procedures relating to these activities. Assists the Preservation Manager with planning and implementation of standards and policy. May supervise junior clerical or technical staff and volunteers

We are currently looking for a Collection Manager who brings a wealth of expertise to our team. The ideal candidate will have post-secondary education in archival studies, history, curation, conservation and/or preservation, and they will hold a Gallery Technician or a Certificate in library, archival, preservation, conservation or a related study and 5 years' working with historical collections. Our successful candidate will have 2+ years working in a community or provincial archive, library or similar institution, 1-2 years' preferred experience in the care and handling of historical archival records, experience managing a collection of historical records, objects, photograph collections or similar and some project management experience with the ability to determine appropriate costs related to special projects, acquisition, and storage of archival material.

Alongside those requirements, the Collection Manager will have knowledge of preservation requirements for a variety of historical archival records, both physical and digital plus specialized conservation and/or preservation knowledge in one or more of the following areas: cartographic, textual, government and/or private records, library (antique book), paintings and/or photographic collections or sound and moving image. They will have strong research skills with the ability to make recommendations for best practices for handling and packing works of art, the ability to lift heavy objects with care and attention and the ability to streamline workflow process.

Our Collection Manager will be flexible and creative with problem-solving while remaining accountable to performance measures and hold excellent interpersonal skills. If you meet these criteria, we invite you to apply and contribute your expertise to our dynamic team.

The collection manager will often be working with records of a sensitive nature and will benefit from a knowledge of trauma-informed archival practices.

**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, March 20 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2024-10 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 #45059

**TITLE: COLLECTION MANAGER, ARCHIVES**  
**SUPERVISOR TITLE: PRESERVATION MANAGER**  
**SUPERVISOR POSITION #: 45506**  
**DEPARTMENT: ARCHIVES**

**CLASSIFICATION: HRO 18****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 re-imagination. Re-imagination 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.

## JOB OVERVIEW

The BC Archives is part of the Archives, Collections and Research division and works closely with peers to ensure the evidence and stories revealed in our documentary heritage are incorporated into Museum programming, exhibits, events and learning. The BC Archives is the provincial archives, and collectively we acquire, preserve and make publicly accessible the documentary heritage of the province, and provide physical and digital access to collections of historical photographs, documents, sound recordings, film, art, maps and publications.

Modernization is not confined to revitalizing and improving our physical collections space, the BC Archives is focused on our users and transforming our services to the public, as well as the development of a digitization and digital preservation strategy that will ensure we can continue to preserve and provide access to our collections for centuries to come. BC Archives is working to build strong, respectful relationships with BC communities, address our colonial legacy, and implement the Reconciliation Framework for Canadian Archives. We are committed to reconciliation-based and trauma-informed archival practice.

Reporting to the Preservation Manager this position is responsible for preservation and physical management of archival records in all media in BC Archives legal custody with a focus on textual and cartographic collections, including: housing and storage of records; preventive conservation of fragile or fugitive original records; location management; assisting with staff and client access to original archival records; advising staff, clients, and government offices on physical management of records; assessing new acquisitions, organizing conservation contracts; preparing and packing records for loan, shipping or exhibition; assisting with exhibits; creating and maintaining manual and electronic documentation relating to these activities; and recommending policies and procedures relating to these activities. Assists the Preservation Manager with planning and implementation of standards and policy. May supervise junior clerical or technical staff and volunteers. The collection manager will often be working with records of a sensitive nature and will benefit from a knowledge of trauma-informed archival practices.

## ACCOUNTABILITIES

1. Provides preventive conservation of archival records:

Job Family:

Job Stream: n/a

PSA Approved Date:

- a. appraises records condition, recommends preservation projects, prepares condition reports or assessments, assesses immediate preservation requirements, and determines appropriate preservation actions;
  - b. conducts surveys on archival holdings and reports out on findings
  - c. determines cost and timelines for preservation projects
  - d. sets in consultation with conservators and archivists preservation priorities for treatments and duplication;
  - e. undertakes necessary remedial or preventive measures through routine repairs, re-housing, and construction of customized storage;
  - f. recommends use restrictions, handling procedures, and storage methods;
  - g. enters, retrieves, compiles and summarizes data and documentation on records using manual and computerized systems, writes reports;
  - h. supports pest management program
  - i. carries out regular inspections of records
  - j. monitors records for deterioration
2. Controls the location and safekeeping of records in on-site and off-site storage:
- a. assigns storage areas and location codes to records;
  - b. monitors the security of storage areas by maintaining and operating environmental recording equipment and responding to problems;
  - c. working with other staff, coordinates the retrieval and return of records from and to off-site storage facilities (including cold storage);
  - d. records, tracks, and updates locations, movement and preservation steps taken of records on electronic and manual inventories and databases;
  - e. investigates anomalies and maintains the integrity of data associated with the collection
3. Prepares archival records for preservation duplication through photographic, electronic or digital reproduction:
- a. initiates reproduction work orders and coordinates completion of orders;
  - b. directs technical services staff or contractors in following methods and procedures that meet archival standards;
  - c. provides and updates necessary documentation resulting from duplication;
  - d. researches current preservation methods and standards for all media types as required.
4. Manages outgoing loans of original records:
- a. prepares materials for shipping and delivery, ensures safe and proper packing and transport, and tracks shipments and works with the Registrar to maintain documentation;

---

Job Family:

Job Stream: n/a

PSA Approved Date:

- b. procures quotes and co-ordinates preservation and conservation treatments from outside vendors and makes recommendations.
- 5. Provides client access to original archival records:
  - a. instructs users in the proper care and handling of original records;
  - b. supervises clients using original records, where necessary;
  - c. assists in assembling and installing exhibits to accepted standards of conservation and security.
- 6. Provides advice and expertise:
  - a. advises staff, clients, and government agencies on general records preservation issues, and responds to enquiries from the public, colleagues, and other agencies;
  - b. conducts training sessions for staff, volunteers and interns on preservation issues, and the care and handling of records;
  - c. recommends policies and procedures related to above duties.
  - d. deliver public presentations, workshops, tours and articles about the work we do, informing them of the scope of archival collections and the challenges in preserving archival records;
  - e. researches and recommends standards to the Preservation Manager, for all media types;
  - f. represents department on committees and working groups when required.
- 7. Performs other related duties:
  - a. may act as project lead and supervise or direct staff (regular, auxiliary, co-op) and volunteers;
  - b. maintains inventories of archival equipment and supplies, purchases archival supplies and equipment, and arranges routine maintenance, repair and documentation of equipment usage and repairs.

## **JOB REQUIREMENTS**

### **Education and Experience:**

- Post-secondary education in archival history, curation, conservation and/or preservation, AND
- Gallery Technician or a Certificate in library, archival, preservation, conservation or related studies and 5 years' working with historical collections.

An equivalent combination of education and experience with archives or museum collections may be considered

- 2+ years working in a community or provincial archive, library or similar institution.
- 1-2 years' preferred experience in the care and handling of historical archival records.

Job Family:

Job Stream: n/a

PSA Approved Date:

- Experience managing a collection of historical records, objects, photograph collections or similar.
- Some project management experience with the ability to determine appropriate costs related to special projects, acquisition, and storage of archival material.

### **Knowledge, Skills and Abilities:**

- Knowledge of preservation requirements for a variety of historical archival records, both physical and digital.
- Specialized conservation and/or preservation knowledge in one or more of the following areas:
  - Cartographic Records
  - Textual Records
  - Government and/or Private Records
  - Library (Antique book) Collections
  - Sound and moving image
  - Paintings and photographic collections
- Strong research skills with the ability to make recommendations for best practices for handling and packing works of art.
- Ability to lift heavy objects with care and attention.
- Ability to streamline workflow process.
- Excellent interpersonal skills.
- Flexible and creative problem-solving skills while remaining accountable to performance measures.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

### **PROVISO:**

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

### **BEHAVIOURAL COMPETENCIES**

- **Collaborative Planning, Organizing and Coordinating** – involves shared planning, establishing priorities jointly, and assigning resources accordingly with sensitivity to competing demands. It is expressed by building plans together prior to acting and ensuring that plans and resourcing align with evolving interests.
- **Cultural Agility** – 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

Job Family:

Job Stream: n/a

PSA Approved Date:



all. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a person shift in perspective.

- **Results Orientation** – concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); challenging goals one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates Results Orientation.
- **Service Orientation** – implies a desire to identify and serve customers/clients, who may include the public, colleagues, partners (e.g., educational institutes, non-government organizations, etc.), co-workers, peers, branches, ministries/agencies and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client needs.
- **Teamwork and Cooperation** – is the ability to work co-operatively 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