

CAREER OPPORTUNITY

Director of Research and Collections, Human History
Research and Collections, Human History Department
Archives, Research and Collections Division

Full Time, Permanent

Band 4

Annual Salary Range: \$ 105,900.12 - \$ 140,800.04

The Royal BC Museum, which includes BC Archives and IMAX® Victoria, is one of the oldest continually operating museums in Canada. A cultural centre of learning and research, it strives to broaden our understanding of British Columbia through collections, exhibits, outreach and community engagement. The museum celebrates the province's diverse landscapes and the lives of the people who live here, enables research and knowledge sharing that advances our understanding of our world, and provides a dynamic place for discussion and reflection. IMAX® Victoria delivers educational and entertaining experiences that accompany the learning journey the museum offers.

The Royal BC Museum is located on the territory of the *ləkwəŋən* (Lekwungen) peoples, known today as the Songhees and Esquimalt Nations.

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 collections. The department plays a central role in preparations for packing and moving the Royal BC Museum collections to the new archives, research and collections facility—Royal BC Museum PARC Campus 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, Prep Pack and Move, 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 Vice President, Archives, Research and Collections and in accordance with RBCM's corporate planning framework (principally its mission, vision, strategic priorities, research strategy and collections plan), the Director of Research and Collections, Human History inspires, promotes, develops and manages a department that:

- Provides exceptional stewardship of RBCM's human history collections

- Responsible for the research strategy and scholarly output of the department that advances understanding of RBCM's collections, and is capable of being presented across a variety of media to a broad audience
- Generates creative ideas and rich content for engaging innovative, provocative and audience-focused public programmes, exhibitions and websites
- Collaborates effectively with colleagues and partners to deepen knowledge and widen understanding of British Columbia

We are currently looking for a Director of Research and Collections, Human History who brings a wealth of expertise to our team. The ideal candidate will hold a Master's Degree or equivalent with a minimum of 5 years' experience providing departmental or institutional leadership within a research institution, cultural organization or relevant commercial entity. Experience building and managing strategic partnerships, as well as securing and managing external funding, and project management are vital for this position. Preference may be given to candidates with a PhD. If you meet these criteria, we invite you to apply and contribute your leadership and knowledge to our dynamic team.

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 Friday July 26, 2024 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2024-29 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 # 47211

TITLE: DIRECTOR OF RESEARCH AND COLLECTIONS, HUMAN HISTORY
SUPERVISOR TITLE: VP, ARCHIVES, RESEARCH AND COLLECTIONS
SUPERVISOR POSITION #: 47207
DEPARTMENT: RESEARCH AND COLLECTIONS, HUMAN HISTORY
DIVISION: ARCHIVES, RESEARCH AND COLLECTIONS

CLASSIFICATION: BAND 4

CONTEXT

The Royal BC Museum, which includes the provincial archives and IMAX® Victoria, is one of the oldest continually operating museums in Canada. A cultural centre of learning and research, it strives to broaden our understanding of British Columbia through collections, exhibits, outreach and community engagement. Through community collaboration, the museum works to share the stories of BC and provides a dynamic space for discussion and reflection.

Located in Victoria on the territory of the *ləkwəŋən* (Lekwungen) peoples, known today as the Songhees and Esquimalt Nations, the RBCM cares for more than 7 million objects, belongings, specimens, and millions of significant government documents and records; substantial photographic, audio and video collections; artworks; and an extensive library of publications. IMAX® Victoria delivers educational and entertaining experiences that accompany the learning journey the museum offers.

The museum is also building PARC Campus—the provincial archives, research and collections building in Colwood, BC. Majority of the province’s collections and archives will move to the new building, except for the Indigenous collection which will remain at the downtown site where repatriation and community consultation will continue to guide the future of the collections. During this complex process of reimagining, not only of the future of the museum’s physical presence and facilities but also of its responsibilities to the public, our team is undergoing organizational changes as well. As we go through this transformational phase, our organization strives to adhere to a standard of conduct that prioritizes inclusivity and accessibility, and continues to value curiosity and innovation.

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 collections. The department plays a central role in preparations for packing and moving the Royal BC Museum collections to the new archives, research and collections facility—Royal BC Museum PARC Campus 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, Prep Pack and Move, 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.

JOB OVERVIEW

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ACCOUNTABILITIES

Vision and Leadership

- Communicate the vision of RBCM and develop team-wide and individual goals to support that vision and a culture of inclusion, equity, diversity and accessibility and UNDRIP Implementation
- Provide motivational and accessible leadership that reflects institutional values, celebrates reputational strengths and addresses departmental development areas as they are encountered
- Inspire a culture that sets ambitious and achievable goals, operates with shared accountability for outcomes and emphasizes personal and professional growth
- Identify opportunities for team members to collaborate across the museum and archives, ensuring that learning is leveraged and applied across all departments

Collections Stewardship

- Ensure a collaborative approach to collections management through effective communication and planning with natural and human history teams, other RBCM departments, collecting institutions, the public and partners
- Collaborate with the Director, Research & Collections, Natural History in the development, implementation and routine review of RBCM's Collections Strategy and Collections Policy, ensuring full coordination with the Research Strategy at all times
- Collaborate with the Director of Archives, to develop and grow the collection management system and related issues of mutual interest
- Lead the collections acquisition process by:
 - a) Participating as a voting member on the Collections Committee and in so doing ensuring rigorous adherence to the Research Strategy, Collections Strategy and Collections Policy
 - b) Ensuring the efficacy of the Collections Committee through the routine review of its terms of reference and operation
 - c) Developing and overseeing the implementation of relevant policy and procedure (Collections Policy, Collections Access Strategy, etc.)
- Leads the Conservation team and Registry department.

Research

- Implement, manage and continually review the effectiveness of the Research Strategy
- Create institutional capacity for undertaking research through the considered resourcing and implementation of department plans and individual work plans
- Identify and establish partnerships with museums, higher education institutions and other research organizations to ensure that research and funding opportunities are maximized
- Ensure that all research achieves the highest scholarly and ethical standards
- Co-ordinate research seminars and presentations, provide training and mentoring, and facilitate the sharing of good practice
- Ensure close collaboration between departments and across institutions in order to deliver inter-disciplinary and cross-cutting research that builds on institutional strengths

Job Family:

Job Stream:

PSA Approved Date:

- Undertake regular horizon-scanning and high-level liaison with other research institutions
- Supervise (or matrix manage) the research outputs of curators, collection managers, students and interns
- Represent RBCM nationally and internationally in relevant research forums and communicate and promote RBCM's Research Strategy and the research projects that flow from it
- Encourage research activities and expertise related to areas of the world that are of strategic importance to RBCM
- Act as an advocate for excellent, relevant and outcome-focused research and contribute to the development of a supportive and effective inter-disciplinary research community within and outside of RBCM
- Review, lead and co-ordinate the public presentation of RBCM's research and related activities with relevant departments and external partners, to include presentations of RBCM's activities on the RBCM website, working closely with the Director of Research and Collections, Natural History
- Exercise thoughtful leadership through influential presentations and publications that advance RBCM research in the fields of natural and human history
- Continually reinforce understanding across BC Government and relevant research agencies that RBCM is a significant research institution across a spectrum of disciplines and outputs that are of both general and specific benefit to the province

Exhibitions and Public Programming

- Facilitate impactful concepts and ideas for exhibitions and public programs through regular collaboration with departmental staff, other relevant museum staff, the public and partners
- Contribute to the development and delivery of exhibitions and public programs by providing overall content and curatorial direction to exhibitions (core, temporary and travelling, including approval of all text and assets) and exhibitions-related projects (film, digital media, etc.)
- Ensure timely contributions of content from all departmental staff
- Communicate with other departments to coordinate activities
- Ensure the accuracy, relevance and appropriateness of information RBCM provides to the public
- Collaborate with the Director of Marketing, Communications and Business Development to facilitate staff involvement in media relations and communications-related initiatives

Management

- Manage the preparation of major funding applications and partnership agreements, in order to maximize the success rate of applications and the performance of resulting projects, paying particular regard to effective scheduling, resourcing, implementation and evaluation as well as Directors' Circle and Executive Committee approval processes
- Provide effective, consistent and accessible management by communicating work requirements in accordance with department plans, delegating responsibilities as required, seeking ideas and feedback from staff to encourage a team-based environment, and monitoring and directing multiple teams as required
- Ensure appropriate staff recruitment and selection, considered approval of leave, meaningful performance evaluation, professional development whenever possible and disciplinary actions as required
- Develop, implement departmental policies and procedures - monitoring and amending them as needed
- Plan, develop, implement and supervise short and long-term projects that have clear goals, objectives and outcomes and accord with approved RBCM project management processes
- Provide regular project status updates to the Executive Committee, working closely with the Director of Exhibitions and Experience Development

Financial Responsibility

Exercise full financial responsibility by:

- Managing an annual operating budget

Job Family:

Job Stream:

PSA Approved Date:

- Preparing and managing project budgets in close liaison with departmental staff and in strict accordance with standards set out by the Finance Department
- Prepare and/or negotiate contracts, monitoring performance and authorize payment of contractors

JOB REQUIREMENTS

Education and Experience

- Post-secondary education is essential; Master's degree or equivalency;
 - Equivalency will include 3+ years of experience conducting community based research or leading community based projects and/or 3+ years in collections management;
- Minimum 5 years' experience providing departmental or institutional leadership within a research institution, cultural organization or relevant commercial entity;
- Experience building and managing strategic partnerships;
- Experience securing and managing external funding;
- Project Management experience.

- Preference may be given to candidates with a PhD

Knowledge, Skills and Abilities

- Knowledge of collection stewardship and/or research management and/or content development;
- An understanding of the use of diverse content to create impactful public outputs (exhibitions, learning programs, publications etc.);
- Strong ability to forge relationships with public and partners;
- Ability to engage in public relations;
- Ability to hold others accountable for delivering on goals;
- Ability to both lead and work collaboratively as part of a team;
- Ability to encourage the development of unique approaches and creative solutions

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

- **Motivating Peak Performance** involves knowledge and skills in using motivational techniques such as job design, role clarification, reward systems and performance appraisal to motivate optimum subordinate performance.
- **Designing Strategy and Structure Designing** involves knowledge and skills in the analysis of the environment, size of the organization, strategy and use of technology.

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- **Concern for Image Impact** is an awareness of how one's self, one's role and the organization are seen by others. The highest level of this competency involves an awareness of, and preference for, respect for the organization by the community. Concern for Image Impact is particularly appropriate for senior management positions.
- **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 facilitating implementation of successful change actions.
- **Open Listening** is letting go of conventional means of listening. It means listening to and valuing the telling of stories, and letting pauses in conversation extend into silence rather than jumping in to dispute, agree, question, or move on. It is an awareness of personal bias or judgment and its effect on one's ability to hear. It is the desire and ability to set aside physical, mental, and emotional distractions in order to be fully focused and listening respectfully and openly. It is staying open to the message even when conversations are filled with raw emotions like sadness or anger, and believing that each person's knowledge and reality is legitimate and valuable. Finally, it requires a willingness to reflect upon a story or message and to derive meaning from it based upon the situation in which it is shared.
- **Collaborative Planning, Organizing and Coordinating** involves shared planning, establishing priorities jointly, and assigning resources accordingly, with sensitivity to the competing demands faced by Indigenous people. It is expressed by building plans together prior to acting, and ensuring that plans and resourcing align with their evolving interests and needs. It involves timely monitoring, evaluation and work refinement to deliver on the BC Public Service mandate of supporting Indigenous self-determination. It means developing staff orientation and managing knowledge so that when a new employee takes up a position within an already established relationship, educating the employee does not automatically and continually fall to Indigenous people.
- **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. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency. Building a trust-based relationship requires a high level of consciousness of the experience of Indigenous people with Crown relations. It assumes that strengths abound in Indigenous people, cultures, and communities.
- **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:

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