

CAREER OPPORTUNITY

Collections Manager, Audio-Visual

Archives

Archives, Research and Collections Division

Full Time, Permanent

HRO 18

Annual Salary Range: \$64,123.59 - \$72,674.35

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 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.

Under the general direction of the Preservation Manager, the Collections Manager, Audio Visual (A/V) is responsible for preservation and physical management of archival audio visual records in the BC Archives legal custody, including but not limited to: condition reporting, routine reformatting of special media; control of records location; assisting with staff and client access, assessing the viability of material for digitization, preparing records for loan, and maintaining manual and electronic documentation (metadata) relating to these activities. The Collection Manger assists the Preservation Manager with strategic planning and implementation of standards and policy.

We are currently looking for a Collections Manager, Audio-Visual who brings a wealth of expertise to our team. The ideal candidate will hold post-secondary education in archival studies, curation, conservation and/or preservation combined with two years' minimum related experience working in a community or provincial archives, library or similar institution (equivalent combination of education and related experience may be considered). This role requires experience working with audio, visual and film in archives, working with historical collections, and creating digital objects from obsolete analog media. If you meet these criteria, we invite you to review the job profile in detail; if the role continues to interest you, we encourage you to apply and contribute your expertise 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 August 14th, 2024 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2024-20 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 Peoples (Songhees and Esquimalt 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 # 00141280

TITLE: COLLECTIONS MANAGER, AUDIO-VISUAL

CLASSIFICATION: HRO 18

SUPERVISOR TITLE: PRESERVATION MANAGER

SUPERVISOR POSITION #: 45506

DEPARTMENT: ARCHIVES

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 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.

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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.

JOB OVERVIEW

Under the general direction of the Preservation Manager, and in accordance with the Royal BC Museum's corporate planning framework (principally the mission, vision, strategic roadmap and collections and research strategy), the Collections Manager, Audio Visual (A/V) is responsible for preservation and physical management of archival audio visual records in the BC Archives legal custody, including: housing and storage of records; preventive conservation of fragile or fugitive original records; routine reformatting of special media; control of records location; assisting with staff and client access to original archival records; advising staff, clients, and government offices on physical management of records; assessing client applications for records loans; preparing records for loan, shipping or exhibition; assisting with records exhibits; creating and maintaining manual and electronic documentation relating to these activities; and recommending policies and procedures relating to these activities.

The Collections Manager assists the Preservation Manager with strategic planning and implementation of standards and policy. May supervise junior clerical or technical staff and volunteers. This role works with public researchers, Indigenous communities and government ministries, providing access and responding to reproduction requests. The Collections Manager will collaborate with colleagues throughout the organization on AV preservation issues and assesses the viability of material for digitization to meet access requests.

ACCOUNTABILITIES

Manages Audio-Visual archival records and performs collections management functions by:

- Providing preservation and preventative conservation:
 - assesses records condition, recommends preservation projects, prepares condition reports, assesses immediate preservation requirements, and determines appropriate preservation actions.
 - conducts surveys and audits on archival holdings and reports out on findings and corrects issues
 - determines cost and timelines for preservation projects
 - sets in consultation with managers and archivists preservation priorities for treatments and duplication;
 - performs condition reports on all media types and maintains records
 - undertakes necessary remedial or preventive measures through routine repairs, re-housing, and construction of customized storage;
 - recommends use restrictions, handling procedures, and storage methods;

Job Family:

Job Stream: n/a

PSA Approved Date:

- enters, retrieves, compiles and summarizes data and documentation on records using manual and computerized systems, writes reports;
- maintains all records collections according to the Collections Maintenance Plan by:
 - carrying out regular inspections of records;
 - monitoring records for deterioration
- Controlling the location, metadata and safekeeping of AV records in on-site and off-site storage:
 - assigns storage areas and location codes to records;
 - monitors the security of storage areas by maintaining and operating environmental recording equipment and responding to problems;
 - provides regular inspections of storage areas to support Integrated pest management program;
 - working with other staff, coordinates the retrieval and return of records from and to off-site storage facilities (including cold storage);
 - records, tracks, and updates locations, movement and preservation steps taken of records on electronic and manual inventories and databases;
 - audits, creates and maintains intellectual links between physical items and location, use copies, preservation copies, description, copyright and condition information to ensure integrity of collection;
 - investigates anomalies, enters metadata, maintains the integrity of data associated with the collection within the collection management systems and the digital asset management system
 - maintains and/or develops inventories for original materials as well as historical duplication instances and new file formats
- Prepares archival records, of historical media types, for preservation duplication or digital reproduction:
 - initiates reproduction work orders and coordinates completion of orders;
 - directs technical services staff or contractors in following methods and procedures that meet archival standards;
 - provides and updates necessary documentation resulting from duplication;
 - performs routine reformatting of obsolete media, such as motion picture film, audio and video tape formats; and creates access copies
 - researches current preservation methods and standards for all media types as required.
 - Works closely with the Licensing and Permissions officer and Archives access team as required.

Following the collections policy and procedures, digitizing materials in consultation with the Manager and Archives team.

Job Family:

Job Stream: n/a

PSA Approved Date:

- Manages outgoing loans of original records:
 - prepares materials for shipping and delivery, ensures safe and proper packing and transport, and tracks shipments and works with the Registrar to maintain documentation;
 - procures quotes and co-ordinates preservation work from outside vendors and makes recommendations;
 - Performs quality control checks on vendor provided work

- Provides client access to original archival records:
 - instructs users in the proper care and handling of original records;
 - supervises clients using original records, where necessary;
 - assists in assembling and installing exhibits to accepted standards of conservation and security;
 - creates new digital files for access as technology advances

- Provides advice and expertise:
 - advises staff, clients, and government agencies on AV records preservation issues, and responds to enquiries from the public, colleagues, and other agencies;
 - Provides advice and works collaboratively with the ICAR AV Collections Manager;
 - conducts training sessions for staff, volunteers and interns on preservation issues, and the care and handling of audio-visual records;
 - recommends policies and procedures related to above duties.
 - delivers 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;
 - researches and recommends standards to the Manager, for AV media types;
 - represents department on committees and working groups when required.

- Performs other related duties:
 - may act as project lead and supervise or direct staff (regular, auxiliary, co-op) and volunteers;
 - maintains inventories of archival equipment and supplies, purchases archival supplies and equipment, and arranges routine maintenance, repair and documentation of equipment usage and repairs;
 - Applies community feedback appropriately to specific materials where needed, in particular as relates to cultural protocols or community access.
 - May liaise with indigenous communities and ICAR on access and rights to archival materials.
 - Supports various programs including, but not limited to learning programs, providing tours, exhibitions, popular and technical writing, workshops and other public events.
 - Applies the Transitory Information schedule to legacy audio-visual materials as necessary

Job Family:

Job Stream: n/a

PSA Approved Date:

JOB REQUIREMENTS

Education and Experience

- Post-secondary education in archival studies, curation, conservation and/or preservation PLUS a minimum of 2 years' related* experience working in a community or provincial archives, library or similar institution; OR
- Certification in library, archival, preservation or conservation related studies PLUS 5 years' related* experience working in a community or provincial archives, library or similar institution; OR
 - An equivalent combination of education and related* experience may be considered.

*Related experience includes the following:

- Experience working with audio, video and film in archives or museum collections
- Experience working with historical collections
- Experience working with audio, video and motion picture film
- Experience creating digital objects from obsolete analog audio, video and motion picture film

Preference may be given to candidates with the following:

- Project management experience with the ability to determine appropriate costs related to special projects, acquisition, and storage of archival material

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 (CRRRA) 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.**)

KNOWLEDGE

- Knowledge of digital preservation requirements for audio, video and motion picture film
- Knowledge of best practices for environmental conditions for audio, video and motion picture film
- Knowledge of different audio, video and motion picture film mediums and their unique characteristics
- Specialized conservation and/or preservation knowledge in one or more of the following areas:
 - i. Sound and moving images - Audio
 - ii. Sound and moving images - Video
 - iii. Sound and Moving Images - motion picture film
 - iv. Historical Photography
- Prefer knowledge of legislation as it applies to audio visual records within the context of Archives, such as but not limited to, Canadian Copyright Act, United Nations Declaration of the Rights of Indigenous Peoples, FOIPPA, Museum Act, DRIPA.

Job Family:

Job Stream: n/a

PSA Approved Date:

SKILLS AND ABILITIES

- Strong research skills with the ability to make recommendations for best practices for digital preservation and conversion standards
- Ability to lift heavy objects with care and attention
- Ability to inspect and repair motion picture film
- Abilities to use historical AV equipment and software to digitize
- 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 managers, clients, customers and the general public
- Ability to accurately report on and evaluate projects and tie work back to the department and organizational priorities

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 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.

Job Family:

Job Stream: n/a

PSA Approved Date: