

CAREER OPPORTUNITY - amended

Vice President of Museum Operations
Chief Executive Officer's Office
Archives and Strategic Operations Division

Full Time – Two Year Term, possibility of extension

ADM 1

Salary: Maximum \$185,000 Annually

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.

RBCM OVERVIEW

The Royal BC Museum is undergoing a transformation, which is a complex, multi-layered process that impacts the museum's physical presence and facilities, as well as internal culture transformation, and how we prioritize community. This work requires the museum team to undergo adaptive and technical organizational changes. We have begun the important work of aligning operations and practices with the applicable articles of UNDRIP, DRIPA and the TRC Calls to Action; fostering a culture shift that prioritizes safety, wellbeing and healing; and ensuring that Equity, Diversity, Inclusion and Accessibility (EDIA) is at the forefront as a focus of the organization and that it is permanently embedded in the Museum's culture at all levels.

Expected to lead by example, the Executive Committee of the Royal BC Museum is comprised of the Chief Executive Officer and Vice Presidents. The Executive Committee operates under authority delegated by the Royal BC Museum's Board of Directors to the Chief Executive Officer, and oversees the Royal BC Museum and Archives operations, focusing on strategic leadership, management and direction, and ensuring the effective prioritization of resources in support of the museum's strategic plan, annual service plan and provincial mandates.

THE POSITION

As a member of the Executive Committee, and reporting to the Chief Executive Officer, the Vice President of Museum Operations is a visionary leader responsible for ensuring operational excellence, financial sustainability, and strategic growth at the Royal BC Museum. The position provides executive leadership to the following work units: Finance, Information Technology; Facilities; PARC Campus project; IMAX and box office; Marketing and Communications; and Corporate Sponsorship, Membership and Events.

The VP supports the Museum's mission, vision, values and core commitment; implements excellent business leadership and management practices; contributes to and supports the Museum's strategic plan, annual priorities and institutional initiatives such as implementing business acumen, revenue generation, and visitor experience best practices; builds excellent relationships with provincial government and other essential partners; and contributes to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation and openness to many perspectives.

A well-balanced professional with an entrepreneurial approach and a community focused spirit, the VP is able to perform well within the public sector environment while both building relationships and creating results.

QUALIFICATIONS

We are looking for a Vice President of Museum Operations who brings a wealth of expertise to our team. The ideal candidate will have a university degree in a related discipline, master's degree is preferred. An accounting designation is considered an asset.

The ideal candidate has expert knowledge and experience in fiscal management and financial policy development with substantial knowledge of and proven experience in financial control, planning and reporting, and the role of information technology and management information systems.

Ideally, the candidate has substantial experience in the development and implementation of strategies supporting corporate services for a diverse client portfolio, and a proven record of achieving results. In addition, we are looking for someone with experience in developing, implementing, and evaluating programs and service delivery in the public sector.

The ideal candidate is an exceptional leader with experience in negotiating and mediating solutions and maintaining positive relationships across a spectrum of people. A proven record of establishing goals, developing people and teams, building relationships across and within

organizations, solving problems and providing innovative solutions, promoting accountability, inspiring trust, and demonstrating integrity is critical to effectively perform the full scope of responsibilities for this position.

Equity and Diversity

The Royal BC Museum is striving to build a diverse team that has lived experiences. Preference may be given to candidates who are Indigenous, Black or racialized, people with diverse gender identities or expressions, people with disabilities.

For more information about the role and job requirements for this position, we invite you to review the job description in detail. If the position continues to be of interest, 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 within the job description.

Please submit your resume in pdf format by Tuesday, December 17, 2024 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2024 - 42 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 TITLE: **Vice President of Museum Operations**

BAND: ADM1

LOCATION: Victoria, British Columbia

ABOUT THE ROYAL BC MUSEUM

Long before settlers arrived in what later became known as British Columbia, the land on which the museum and archives now stands is the traditional territory of the Lekwungen peoples, today represented by the Songhees and Xwsepsum (Esquimalt) Nations. The Royal BC Museum acknowledges and respects the history of Indigenous peoples, who are our partners today in museum matters and community alike.

The Royal BC Museum is one of Canada's greatest cultural treasures. The museum was founded in 1886; the Archives in 1894. In 2003, these two organizations joined to become British Columbia's combined provincial museum and archives. The Royal BC Museum includes three permanent galleries: Natural History, Becoming BC and the First Peoples Gallery and a revolving schedule of feature exhibitions and travelling displays focused on natural history, human history, and science. The Royal BC Museum is a Crown Corporation within the Province of British Columbia and reports as a component of the government reporting entity (GRE). The Board of Directors, who are appointed by the Lieutenant Governor in Council, report to the Minister responsible for the Royal BC Museum to govern it. The Museum Act (2003) sets out the purposes, powers, and governance of the Royal BC Museum, establishing it as a Crown corporation. Under the Act, the Corporation is responsible for the provincial museum, the provincial archives, Helmcken House, Thunderbird Park, Mungo Martin Big House (Wawadit'la), St Ann's Schoolhouse and the Netherlands Centennial Carillon.

Although its main buildings are in Victoria, BC, including the downtown Museum campus and PARC Campus scheduled to open in 2026, the Royal BC Museum reaches every region of the province through its website, exhibitions, learning programs and services, and is responsible to all British Columbians.

The Royal BC Museum is looking forward – how does it serve the diverse needs of all British Columbians and future generations? The Royal BC Museum recognizes the significance of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Declaration on the Rights of Indigenous Peoples Act (DRIPA), the Truth and Reconciliation Commission of Canada: Calls to Action (TRC Calls to Action) and is deeply committed to working to honour the aspirations, principles and obligations outlined in these acts and action plans.

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important work of aligning operations and practices with the applicable articles of UNDRIP, DRIPA and the TRC Calls to Action; fostering a culture shift that prioritizes safety, wellbeing and healing; and ensuring that Equity, Diversity, Inclusion and Accessibility (EDIA) is at the forefront as a focus of the organization and that it is permanently embedded in the Museum's culture at all levels.

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The Executive Committee upholds the following purposeful acts and mandates and calls upon them as guiding principles for all decisions and actions. These include, but are not limited to:

[Museum Act](#)

[Mandate Letter](#)

[UNDRIP](#)

[DRIPA](#)

[Financial Administration Act](#)

[Budget Transparency and Accountability Act](#)

[B.C. Human Rights Code](#)

Royal BC Museum [Indigenous Collections + Repatriation Policy](#)

[Public Service Act](#) including Standards of Conduct

[Anti Racism Act](#)

POSITION SCOPE:

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Financial Oversight

- Financial Strategy: Lead the museum's financial strategy, ensuring strong fiscal health, transparency, sustainability, and alignment with strategic objectives. Lead on issues regarding capital and operating budget strategies.
- Revenue Generation: Innovate and drive revenue generation and growth efforts across admissions, membership, donations, corporate sponsorship, and new funding opportunities.
- Financial Management: Ensure strict adherence to financial management ethics, develop and monitor key performance indicators to support best in class practices.

Strategic Leadership

- Strategic Vision: Support the CEO, executive and directors to shape and execute the museum's strategic vision in alignment with organizational objectives and public engagement goals, ensuring operational alignment with the museum's mandates and community values.
- Financial Sustainability Initiatives: Oversee the museum's sustainability review plan, ensuring sustainable practices across operations and establishing the museum as a leader in excellent business management.
- Business and Service Plans: Develop and direct the implementation of annual and long-term business and service plans, performance standards, service levels and operations that align with the direction of the RBCM.
- Internal Reporting: Monthly financial and operations update to leadership team and relevant committees; in-depth monthly financial and operations report to CEO; robust quarterly financial and operations update to CEO and Board of Directors.

Essential Partnership Building and Employee Engagement:

- Essential Partners: Establish and develop appropriate relationships with all areas of the Royal BC Museum and central agencies (i.e., Treasury Board Staff, Office of the Comptroller General, Public Service Agency) to facilitate and enhance the effective delivery of financial services.
- Relationship Building: Meet regularly with BC Service Delivery Crown Corporation VPs to enhance transparency and reporting of financial and management information. Share common issues and solutions to improve efficiency and effectiveness of the use and management of taxpayer resources; Undertakes delicate negotiations, particularly with respect to financial and accounting matters. Represent the Museum as the executive member on various internal-to-government partnership committees.
- Foundation: Proactively manage the financial relationship with the Royal BC Museum Foundation.
- Employee Engagement and Productivity: Provide leadership, guidance and support to staff within the Division and facilitate an effective team environment through effective team management and practices, including the provision of regular feedback and the implementation of employee performance and development program. Support and contribute to managing change and driving innovation in the organization.

Information Technology

- Develops and implements a vision and strategic plan for information technology for the organization and ensures compliance with government's information management policies and standards.
- Oversees the information technology function, including digital strategy, infrastructure, and systems development, to improve visitor experiences, collections management, and operational efficiency.
- Advises executive on emerging information management and information technology issues, legislation, policies, standards, toolsets, and best practices.

Risk Management & Security

- Business Continuation Plan: Lead the plan development and execution.
- Risk Registers: Support executive to plan for political risk, corporate, and business risks.
- Security: Ensure two campus security model meets business needs and mitigates risks identified above.

Facilities

- Ensure the effective operation, maintenance, and safety of museum facilities, creating an optimal environment for staff, visitors, and collections.

PARC Campus Development

- Project Leadership: Support the project planning, development, and construction of PARC Campus, a state-of-the-art facility aimed at enhancing the museum's preservation, access, and research capabilities with a project budget of approximately \$270M.

Marketing, Communications, and Sales

- Brand Development: Oversee a global marketing strategy and lead the development and implementation of marketing and communication strategies that strengthen the museum's brand, expand reach, support revenue growth, and build community connections.
- Sales and Promotions: Direct the museum's sales initiatives, including admissions, special exhibitions, events, and merchandise, to enhance revenue and visitor engagement.
- Media: Develop, evaluate, and ensure the effective implementation of consumer and media strategies to increase visitation to the RBCM and maximize revenues.
- Internal Communications: Lead the planning of internal communication activities, supports the leadership team in actioning,
- Service Planning: Lead the Museum's service planning and reporting cycle. Build excellent relationships with government partners.

Corporate Sponsorship, Membership and Events

- Corporate Partnerships: Cultivate and manage relationships with corporate sponsors to secure funding and resources that support the museum's growth.

- Membership Growth: Develop and implement strategies to attract and retain individual members, enhancing the museum's community base and revenue stream.
- Events: Lead major events at the Museum, proactively finds opportunities for revenue generation through high profile events.

SKILLS & EXPERIENCE:

- University degree in a related discipline, master's degree preferred.
- Expert knowledge and experience in fiscal management and financial policy development.
- Substantial knowledge of and experience in financial control, planning and reporting, and the role of information technology and management information systems.
- Substantial experience in the development and implementation of strategies supporting corporate services for a diverse client portfolio, and a proven record of achieving results.
- Experience in developing, implementing, and evaluating programs and service delivery in the public sector.
- Experience in negotiating/mediating solutions and maintaining positive relationships across a spectrum of people.
- A proven record of establishing goals, developing people and teams, building relationships across and within organizations, solving problems and providing innovative solutions, promoting accountability, inspiring trust, and demonstrating integrity.
- An accounting designation is considered an asset.

EQUITY AND DIVERSITY:

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EXECUTIVE LEADERSHIP COMPETENCIES:

It is expected all executive leadership in the Royal BC Museum will demonstrate the following competencies through their actions, decision-making and communication activities, while motivating staff for peak performance.

Cultural Agility

Involves readily adapting to cultural uniqueness to create a sense of safety for all, examining one's own culture and worldview and the culture of the BC Public Service, and capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

Designing Strategy and Structure

Involves knowledge and skills in the analysis of the environment, size of the organization, strategy, and use of technology to ensure the division's goals, structure, strategy, and work methods all fit well together.

Seeking and Using Feedback

Involves knowledge and skills of seeking and using feedback from others to improve one's performance and authenticity. This requires active listening and modeling personal change to foster trust in the whole organization.

Creating and Managing Change

Involves 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.

Solving Problems Creatively

Involves solving problems creatively involves knowledge and skills in fostering creative problem-solving in the organization through critical reflection, problem analysis, risk assessment and rewarding innovation.

Building Strategic Alliances

Involves building strategic alliances involves knowledge and skills to engage in internal and external partner analysis and to negotiate agreements and alliances based on a full understanding of power and politics.

Executive Presence

Involves building executive presence involves knowledge and skills in influencing others and having an observable impact at the executive level, through personal credibility, leadership, confidence, and an understanding of other people's perspectives and interests.