

CAREER OPPORTUNITY

Senior Collections Manager, Audio-Visual Collections
Indigenous Collections and Repatriation Department

Full Time, Temporary – One Position, Up to 2 Year Term with possibility of extension
HRO 21

Annual Salary Range: \$69,760.70 - \$79,322.69

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 Xwsepsum (Esquimalt) Nations.

DEPARTMENT OVERVIEW

The Indigenous Collections and Repatriation (ICAR) department is comprised of six collection areas and a team of staff that care for the following materials:

- Indigenous Materials (16,000+ items)
- Photo Collection (65,000+ photos)
- A/V Collection – Audio (3,700+), Film (17), Video (34)
- BC Archaeology (230,000+ objects)
- Historic Documents related to the materials in the collection (350,000+ documents)
- Publications and Resource (2,500 items)

ICAR works closely with:

- First Nations communities and Indigenous organizations by establishing and maintaining respectful and meaningful relationships, providing access to and stewardship of Indigenous collections, supporting community capacity building where requested, facilitating the repatriation of ancestral remains and the transfer of First Nations belongings upon submission of Repatriation requests in accordance with ICAR's Repatriation policy.
- Other RBCM departments to explore opportunities for research, learning, exhibitions, and special projects that support the museum's mandate and goals.

- Government agencies, Ministry of Indigenous Relations and Reconciliation, Archaeology Branch, the BC Archives and Heritage Branch on projects of shared interest.

JOB OVERVIEW

The Senior Collections Manager, Audio-Visual is responsible for planning and conducting collections management projects and activities related to the Indigenous collections, with priority given to the audio-visual collection, working with Indigenous community members and external researchers to provide access to the collections, working on initiatives to preserve collections and make them better accessible digitally, preparing the collections for a potential move to a new building, planning and participating in learning programs, exhibit planning, popular and technical writing, public speaking, workshops and other public events, as well as answering public enquiries.

The position is responsible for preserving and making accessible the Indigenous audio-visual material and working closely with the RBCM repatriation specialists, Collections Managers including directly supervising the Collections Manager, AV to prepare any audio-visual items in the Indigenous Collections related to Treaty discussions, which will continue during modernization.

This term position will focus on digitizing the AV collection and fulfilling access requests and liaising with Nations/community members with relationship to their cultural heritage in the collection. Key aspects of project work will include:

- work closely with Nation/community partners in accessing and stewarding of their cultural heritage in the AV collection
- the coordination of digitization with external vendors and creating metadata to meet Archival standards
- incorporating metadata about the digitized materials into the records management system
- managing the physical and digital materials to meet best practices for collection care
- managing of the records
- researching permissions and copyrights
- liaising with BC Archives and other collections in research and access requests
- liaising with the ICAR Repatriation Leads in the fulfilling of repatriation requests and visits
- managing of access requests

QUALIFICATIONS

We are looking for a Senior Collections Manager who brings a wealth of expertise to our team. We are prioritizing lived experiences and cultural knowledge and/or candidates that hold a bachelor's degree. An equivalent combination of education, training and experience may also be considered.

In addition, the ideal candidate will have experience in working with BC Nations and Indigenous communities around safe keeping and access of archival cultural heritage. Progressively responsible work experience with communities and in an archive, museum, gallery, cultural centre; or within a community with a focus on archival collections, preparation, documentation, care and supervision will be an asset in this role; along with experience applying community feedback.

In responding to the impacts of colonization on Indigenous people, we encourage and will give priority to applications from those who wish to self-identify. One of our guiding principles is to operate in a trauma-informed manner and thus, it is your choice whether to volunteer information. We will hold your information and application in strictest confidence, sharing it only with the hiring panel.

For more information about the role and job requirements for this position, we invite you to review the job profile 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.

How to Apply:

Your application must clearly demonstrate how you meet the job requirements listed within the job profile.

Please submit your resume and cover letter in pdf format by Friday, December 27, 2024 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2024-44 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 ɫəkwəŋən (Lekwungen) peoples, known today as the Songhees and Xwsepsum (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 # 47273

TITLE: SENIOR COLLECTIONS MANAGER, AUDIO-VISUAL COLLECTIONS
SUPERVISOR TITLE: DIRECTOR OF INDIGENOUS COLLECTIONS AND REPATRIATION
SUPERVISOR POSITION #: 114330
DEPARTMENT: INDIGENOUS COLLECTIONS AND REPATRIATION

CLASSIFICATION: HRO 21

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 Xwsepsum (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.

The Engagement and UNDRIP Implementation Division is responsible for: undertaking the Royal BC Museum's Community Engagement Framework, which is a multi-year, province-wide engagement plan to listen to the people of BC and gather feedback with respect to the future of the museum. This approach, evolving through different stages of public engagement, is intended to help the museum and its diverse audiences envision the future of the museum together. The Division is also responsible to ensure that unique histories are preserved and promoted amongst Indigenous communities and the wider public. It achieves this by establishing and maintaining authentic, respectful and meaningful relationships with Indigenous communities throughout British Columbia, providing access to and exemplary stewardship of its Indigenous collections, supporting community capacity building where requested, facilitating the repatriation of ancestral remains wherever possible, and the transfer of cultural property as appropriate.

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ACCOUNTABILITIES

1. Manages Audio-Visual Collections assets and performs archival collections management functions by:
 - Overseeing the collection manager and aiding in the preparing and preserving of the collection for research purposes.
 - Leading the development of descriptions for accessioned materials as specifically as possible, preferably without in depth study, using various appropriate resources.
 - Ensuring that the collection is being registered, organized, and stored properly based on archival, museum, and community best practices.
 - Overseeing the entering of data, investigating anomalies and ensuring the integrity of the collection.
 - Developing collection projects to increase accessibility and improve the long-term storing of the collection.
 - Overseeing community and research visits.
 - Receiving and managing A/V material for accessioning.
 - When it pertains to the A/V collection, working with the repatriation specialist on repatriation projects including the conducting of research and providing of information from the A/V collection to the community members.
 - Gathering and applying community feedback appropriately to specific materials.

Job Family:

Job Stream: n/a

PSA Approved Date:

- Working with the collection's registrar, oversee loans of materials by advising on the copyrights for individual items and connecting with communities regarding the use of their materials.
 - Monitoring adherence to collections standards and actively makes improvements when necessary.
 - Developing and leading activities that preserve and make accessible digitally, where appropriate, collections.
 - Liaising with Indigenous communities and BC Archives on access and rights.
 - Creating and maintaining all archival/collection documentation including the A/V Collection policy, procedures and other collection records (i.e. accession forms, condition reports, gift agreements etc.).
2. Creates and maintains the Collection Maintenance Plan for the A/V collection and ensures that the collection is regularly inspected for pests in co-operation with conservation staff.
 3. Plans and carries out research and collections management projects to enhance understanding, access and integrity of the collection by:
 - In consultation with the ICAR Director, planning and conducting/overseeing research and collection development activities including acquisition, deaccessions, transfers, exchanges or loans of collections using various appropriate resources (i.e. collection Policy and Procedures).
 4. Contributes to the Royal BC Museum Learning department and performs related duties by:
 - Answering public inquiries in area of expertise relating to the A/V collection.
 - Assisting in the development and delivery of Learning Department programs, special events and exhibits in area of speciality, in conjunction with other curatorial staff.
 - Writing technical and popular articles and reports.
 - Providing general assistance for events.
 - Training volunteer and oversee/ conducting collection tours.
 - Providing identification and advice to other museums, organizations or companies on collection management.
 5. Collections Stewardship:
 - Ensures a collaborative approach to collections management through effective communication and planning with Indigenous communities, BC Archives, internal staff, collecting institutions, and stakeholders.
 - Supports the Director in the development of a Collections Management Strategy.
 - Leads, develops and grows the A/V collection management system, in collaboration with the Director of IT and Digital, and supervising the Manager A/V Collections; in ways that enrich content and improve access.
 6. Repatriation and Capacity Building:
 - Work with the ICAR Team to support the repatriation program and facilitate the transfer of important cultural materials from RBCM and where appropriate and possible, other museums – both domestic and foreign – where requested by the source community.
 - Provide support, information, guidance, and advice to Indigenous communities on the preservation and development of their tangible and intangible cultural heritage.

Job Family:

Job Stream: n/a

PSA Approved Date:

JOB REQUIREMENTS

Education and Experience:

- Bachelor's degree, or equivalent lived experiences and cultural knowledge; OR
 - An equivalent combination of education, training (such as a certificate in collections management preferably with AV emphasis, or in a related field, e.g., archives and library sciences, or community engagement), and experience may be considered.

Preference may be given to applicants with one or more of the following:

- Experience in working with BC Nations and Indigenous communities around safe keeping and access of archival cultural heritage.
- Progressively responsible work experience with communities and in an archive, museum, gallery, cultural centre; or within a community with a focus on archival collections preparation, documentation, care and supervision.
- Experience applying community feedback appropriately to specific objects and developing, in consultation with communities, protocols for storage, care and handling of historic AV materials.

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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)**

KNOWLEDGE

- Working knowledge of the history of British Columbia.
- Core understanding of the Rules for Archival Description (RAD) and overall Canadian Archival Standards with an emphasis on historic AV materials
- Familiarity with the Freedom of Information and Protection of Privacy Act (FOIPPA) and Personal Information Protection Act (PIPA).
- Knowledge of relational database systems and data management principles.
- Knowledge of magnetic media, film and historical photographic processes.
- Knowledge of BC Indigenous communities including previous and current tribal names, affiliations with tribal councils, treaty groups, arts-language-cultural entities, education entities and other community-based groups such as Elders Councils, Youth Groups and Repatriation Committees.

Job Family:

Job Stream: n/a

PSA Approved Date:

SKILLS AND ABILITIES

- Extensive information gathering and research skills.
- Ability to direct and oversee staff, volunteers, students and contractors.
- Ability to synthesize ideas and information.
- Able to meet travel requirements, to travel to and from work at offsite locations.

BEHAVIOURAL COMPETENCIES

- **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 the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.
- **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. Building a trust-based relationship requires a high level of consciousness of the experience of Indigenous people and assumes that strengths abound in Indigenous people, cultures and communities.
- **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.
- **Open Listening** – means listening to and valuing the telling of stories, and letting pauses in conversation extend into silence. It is an awareness of personal bias or judgement and its effect on one’s ability to hear.
- **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: