

The **Royal BC Museum** sits on the Traditional Territory of the Lekwungen (Songhees) and Xwsepsum (Esquimalt) Peoples. The museum and archives explore the province's human history and natural history, advances new knowledge and understanding of BC, and provides a dynamic forum for discussion and a place for reflection. The Royal BC Museum celebrates culture and history, telling the stories of BC in ways that enlighten, stimulate and inspire. The museum is a hub of community connections in BC.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer please advise Human Resources if any accommodations are required to assist you to ensure equitable participation in this hiring process.



CAREER OPPORTUNITY

Collections Manager, Natural History – Vertebrates, Birds & Mammals

Salary: \$56,032- \$63,565

Royal British Columbia Museum

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Under the general direction of the Head of Collections, this position is responsible for supporting and maintaining the Vertebrates collection with a specific focus on birds and mammals. In consultation with the Curator, the collection manager plans and conducts collections management projects and activities related to the discipline. The incumbent is expected to keep current with information related to best practices in collection management by attending professional meetings, conferences, workshops or courses. The position includes planning and participating in interpretation and Learning Department programs, exhibit planning, popular and technical writing, public speaking, and other public events, as well as answering public enquiries.

The Collections department of the Royal BC Museum provides for the acquisition, documentation, preparation, and management of the human history and natural history collections. Staff plan, direct and evaluate collection management of, and research on, the collections in consultation with respective Curators. Staff ensure public, educational, and research access to the collections, and provide information and expertise to the museum community. Staff are involved with the Royal BC Museum's learning programs and contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation and openness to many perspectives.

Candidates are initially assessed on the Education and Experience criteria. Those who meet these criteria will be invited to demonstrate their skills, abilities and behavioral competencies through various assessment methods. Minimum of a bachelor's degree in one of the biological sciences or a certificate or diploma in Museum Studies and three or more years recent and relevant experience in vertebrate collections. Three years of related and progressively responsible work experience in natural history museum collections preparation, documentation, care, and supervision. Proven experience rehousing and preserving collections in the archival maintenance of dry and wet preserved vertebrate specimen collections.

This position requires Criminal Records Checks under the BC Public Service Screening Policy and the Criminal Records Review Act and all

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applicants must be legally entitled to work in Canada (have Canadian citizenship or permanent resident status).

On November 1, 2021 the BC Public Service announced the COVID-19 Vaccination Policy that defines the conditions and expectations for BC Public Service employees regarding vaccination against COVID-19. Among other possible measures, proof of vaccination will be required by November 22, 2021. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to the public service. More information can be found [here](#)

Preference may be given to those applicants who self-identity as Indigenous.

<https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/indigenous-applicant-advisory-service>

Please refer to the full job description and selection criteria to ensure your application addresses the areas we will be looking at when assessing suitability for this opportunity.

An eligibility list may be established for similar permanent and temporary positions over the next 12 months.

Please submit your application in pdf format by 11:59 pm (PST) January 17, 2022 quoting competition RB2021:46 via email to: humanresources@royalbcmuseum.bc.ca



POSITION DESCRIPTION

Royal BC Museum

POSITION TITLE:	Collections Manager, Natural History – Vertebrates (Birds/Mammals)	POSITION NUMBER(S):	47276
DIVISION:	Collections & Research		
DEPARTMENT:	Collections	UNIT	077-0055
SUPERVISOR'S TITLE:	Head of Collections	POSITION NUMBER	47211
SUPERVISOR'S CLASSIFICATION:	Business Leadership	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	HRO 18	CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

ORGANIZATION OVERVIEW

The Royal BC Museum is one of Canada's great cultural treasures. Our collections, research and presentations enable us to tell the stories of BC in ways that enlighten, stimulate and inspire. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of BC, and provides for a dynamic forum for discussion and a place for reflection.

We have 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 and learning, we strive to broaden understanding about our province and inspire curiosity and wonder. We are passionate about sharing British Columbia's story with the millions of visitors who walk through our doors and explore our website each year.

DEPARTMENT OVERVIEW

The Collections department of the Royal BC Museum provides for the acquisition, documentation, preparation, and management of the human history and natural history collections. Staff plan, direct and evaluate collection management of, and research on, the collections in consultation with respective Curators. Staff ensure public, educational, and research access to the collections, and provide information and expertise to the museum community. Staff are involved with the Royal BC Museum's learning programs and contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation and openness to many perspectives.

INSTITUTIONAL RESPONSIBILITIES

- Support the Museum's mission, vision, values and core commitment to being user-centred, supporting indigenous voices, and embedding institutional relevancy for the future.
- Contribute to and support the Museum's strategic plan, annual priorities and institutional initiatives such as diversity advancement.
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity and community engagement.
- Promote the museum's positive response to UNDRIP, TRC, DRIPA and the Task Force Report.

PURPOSE OF POSITION

Under the general direction of the Head of Collections, this position is responsible for supporting and maintaining the Vertebrates collection with a specific focus on birds and mammals. In consultation with the Curator, the collection manager plans and conducts collections management projects and activities related to the discipline. The incumbent is expected to keep current with information related to best practices in collection management by attending professional meetings, conferences, workshops or courses. The position includes planning and participating in interpretation and Learning Department programs, exhibit planning, popular and technical writing, public speaking, and other public events, as well as answering public enquiries.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Manages natural history specimens in the bird and mammal collections, and performs collections management functions by:
 - Managing all aspects of laboratory activities
 - Preparing and preserving specimens for scientific and education purposes according to varied and standardized procedures and taxonomic needs.
 - Preparing collections for a move into the new Collection and Research building.
 - Registering, grouping, organizing, location tracking and storing specimens and associated data.
 - Entering data, investigating anomalies and maintaining the integrity of the collection data base.
 - Facilitating loans by retrieving, packaging, permitting and inspecting condition of specimens.
 - Assisting visitors to access the collection.
 - Identifying accessioned and un-accessioned specimens to the lowest level possible using scientific keys and descriptions.
 - Correcting any disorganization or erroneous data or specimen correlations in collection(s).
 - Conducting surveys on the status of the collection, as required.
 - Updating the scientific classification or organization of the collection to reflect current knowledge of species where appropriate.
 - Participate in a culture of ongoing learning, collaboration, innovation, creativity and community engagement.
 - Promote the museum's positive response to UNDRIP, TRC, DRIPA and the Task Force Report.
2. Plans and carries out collections management projects to enhance understanding, access, utility and integrity of the collection:

- In consultation with the Curator who is responsible for overall strategic development of the collection, plan and conduct collection development activities including processing acquisitions, field collections, deaccessions, exchanges and loans of collections.
 - Within areas of expertise, also assists and contributes to exhibit planning and web development.
3. Contributes to the Royal BC Museum Learning and Community Engagement department and performs related duties by:
- Answering public inquiries in area of expertise relating to the collection.
 - Assisting in the development and delivery of learning and communication programs, special events and exhibits in area of speciality, in conjunction with curatorial staff.
 - Writing articles and collections reports.
 - Providing advice to other organizations or companies on collection management.
 - Training volunteer Learning Team Volunteers and conducting collection tours.
 - Providing general assistance for Museum events.

FINANCIAL RESPONSIBILITY

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DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
May supervise staff or volunteers		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

TOOLS / EQUIPMENT

Computers, collections data base, microscopes, cameras, specimen preparation tools and apparatus, field gear and equipment.

VALUES – Every employee is expected to demonstrate the following values during the course of their work

Accountability, Community, Creativity, Diversity, Partnership, Service.

WORKING CONDITIONS

The Royal BC Museum is open every day of the year, except Christmas Day and New Year's Day. As a result, work schedules vary for every department. The majority of full-time union employees are on a 'flexible schedule' where employees schedule their work based on operational requirements for a total of 70 hours each bi-weekly period and at no more than 10 hours per day.

This position will be working with laboratory chemicals, possible windowless environment, closed spaces, some fume hood related tasks. Additionally, travel may be required.

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: December 22, 2021.
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:

Caroline Davies

SIGNATURE:

DATE:

22 December 2021

SELECTION CRITERIA

Candidates are initially assessed on the Education and Experience criteria. Those who meet these criteria will be invited to demonstrate their skills, abilities and behavioral competencies through various assessment methods.

Education

- Minimum of a bachelor's degree in one of the biological sciences
OR
- A certificate or diploma in Museum Studies and three or more years recent and relevant experience in vertebrate collections

Experience

- Three years of related and progressively responsible work experience in natural history museum collections preparation, documentation, care, and supervision
- Proven experience rehousing and preserving collections in the archival maintenance of dry and wet preserved vertebrate specimen collections

Knowledge

- Knowledge of vertebrate biodiversity, and a working knowledge of the natural history of British Columbia
- Knowledge of bird and mammal diversity in western North America

Skills/Abilities

- Extensive information gathering skills
- Ability to direct and collaborate with volunteers, students and contractors
- Ability to synthesize ideas and information
- Have a valid driver's license

- Able to lift 18 kg to waist level in a straight lift as per ergonomic guidelines

Behavioral Competencies

- Results Orientation
- Service Orientation
- Teamwork & Cooperation
- Change Management
- Analytical Thinking
- Self-Discovery & Awareness
- Cultural Agility

SELECTION CRITERIA

Experience, Education and Training Requirements (Screening Criteria)

Essential Knowledge (Assessment Criteria)

Essential Skills and Abilities (Assessment Criteria)

Behavioural Competencies (Assessment Criteria)

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 Royal BC Museum (Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).