CAREER OPPORTUNITY
Royal British Columbia Museum
Collections Manager and Researcher, Palaeontology
Salary: $58,630 per annum starting, increasing to $66,726

The Royal British Columbia 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.

This is an exciting time for the Royal BC Museum as we embark on a project to modernize the museum! As we recruit to this position, we are mindful that all staff will need to be comfortable with change and productive in an environment with some unknowns.

The Collections Care and Conservation department provides for the acquisition, documentation and conservation of collections across the institution. Staff cares for the collections by planning, researching and conducting collections management activities and by contributing to collections development. As a member of the Collections team, you provide public, educational, and research access to the collections, and information and curatorial expertise while contributing to the museum’s outreach, research and education programs.

As the ideal candidate, you will have a Master’s degree in biology, geology or a related discipline with a focus on palaeontology plus 3 years’ experience working with a palaeontology collection. As someone who has worked with collections, your experience includes specimen preparation, documentation and care, along with significant collections management database experience. The museum’s commitment to advancing knowledge of our collections is complemented by your experience in public programming.

All of this, along with a knowledge of the fossil history of BC and thorough understanding of descriptive systems used to categorize and describe specimens, makes you our ideal candidate!

You must have a valid driver’s license and be available to travel to and work at remote locations. You must be able to lift 18 kg to the waist level in a straight lift as per ergonomic guidelines.

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) February 28, 2020 quoting competition RB2020:02 via email to: humanresources@royalbcmuseum.bc.ca

This position requires Criminal Records Checks under the BC Public Service Screening Policy and the Criminal Records Review Act and all applicants must be legally entitled to work in Canada (have Canadian citizenship or permanent resident status).
## 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 Care and Conservation department of the Royal BC Museum provides for the acquisition, documentation, preparation, conservation, and management, of the human history and natural history collections. Staff plan, direct and evaluate collection development of, and research on the collections in consultation with the Curator. Staff ensure public, educational, and research access to the collections, and provide information and curatorial expertise to the museum community. Staff is involved with the Royal BC Museum’s regional outreach research and education program.

## PURPOSE OF POSITION

Under the general direction of the Head of Collections Care & Conservation, this position is responsible for managing one or more collections. Conducts original research in the field of systematics (taxonomy, classification, faunistic/floristic, biogeography), ecology, palaeontology as approved under the Research Plan. Plan and conduct research projects related to the collection, plan and participate in interpretation and public programs, assisting in exhibit planning, popular and technical writing, public speaking, workshops and other public events, as well as answering public enquiries. Unless otherwise instructed, priority is given to Category A specimens or lots in all duties.

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**POSITION DESCRIPTION**

Royal BC Museum

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Collection Manager and Researcher</th>
<th>POSITION NUMBER(S):</th>
<th>47279</th>
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<tbody>
<tr>
<td>DIVISION:</td>
<td>Collections, Research and International Programs</td>
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<td>DEPARTMENT:</td>
<td>Collections Care &amp; Conservation</td>
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<tr>
<td>SUPERVISOR’S TITLE:</td>
<td>Head of Collections Care &amp; Conservation</td>
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<tr>
<td>SUPERVISOR’S CLASSIFICATION:</td>
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<tr>
<td>FOR AGENCY USE ONLY</td>
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SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Manages natural history specimens in a specific Category A collection and performs collections management functions by:
   - Managing all aspects of laboratory activities including computer work, preparing, and preserving specimens.
   - Collecting, preparing and preserving specimens for scientific and education purposes according to varied but standardized procedures.
   - Identifying accessioned and un-accessioned specimens to the lowest taxonomic level possible without in-depth study, using scientific keys and descriptions.
   - Registering, grouping, organizing and storing specimens and associated data.
   - Using expertise in taxa to prepare specimens for the collection, and correct any mislabelling or misfiling in a collection.
   - Entering data, investigating anomalies and maintaining the integrity of the collection data base.
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   - Registering, grouping, organizing and storing specimens and associated data.
   - Using expertise in taxa to prepare specimens for the collection, and correct any mislabelling or misfiling in a collection.
   - Entering data, investigating anomalies and maintaining the integrity of the collection data base.
   - Conducting various surveys on the status of the collection, as required.
   - Assisting visitors to access collection.
   - Facilitating loans by retrieving, packaging, permitting and inspecting condition of specimens.
   - Updating the scientific classification or organization of the collection to reflect current knowledge of species where appropriate.
   - Keeping current with taxonomic classification.

2. Plans and carries out Category A collections management and research projects to enhance understanding, access and integrity of the collection by:
   - Developing research proposals including methodology, costs, goals, benefits to the Royal BC Museum and publishing targets and submitting to the Head of Collections Care & Conservation for approval.
   - Completing research projects in accordance with agreed to outline and publishing in peer reviewed journal.
   - In consultation with the Curator, plan and conduct collection development activities including acquisition, disposals and loans of collections.

3. Contributes to the Royal BC Museum Learning department and performs related duties by:
   - Answering public inquiries in area of expertise relating to the collection.
   - Developing interesting and engaging visual presentations in the gallery to convey knowledge and demonstrate work methods, as required.
   - Assisting in the development and delivery of school programs, special events and exhibits in area of speciality, in conjunction with other curatorial staff.
   - Writing technical, popular, and peer-reviewed publications and reports.
   - Providing general assistance for Museum events.
   - Training volunteer docents and conducting gallery tours.
   - Providing identification and advice to other organizations or companies on collection management.
FINANCIAL RESPONSIBILITY

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

<table>
<thead>
<tr>
<th>Role</th>
<th># of Regular FTE’s</th>
<th># of Auxiliary FTE’s</th>
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</thead>
<tbody>
<tr>
<td>Directly supervises staff</td>
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<tr>
<td>Supervises staff through subordinate supervisors</td>
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PROJECT / TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Supervises students or volunteers</td>
<td>☒</td>
<td>Provides formal training to other staff</td>
<td>☐</td>
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<tr>
<td>Lead project teams</td>
<td>☐</td>
<td>Assigns, monitors and examines the work of staff</td>
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</tbody>
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TOOLS / EQUIPMENT

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

Various chemicals, possible windowless environment, closed spaces, some fume hood related tasks.

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.

INCUMBENT

NAME: 
I have read and understand this job description 
DATE: 

EXCLUDED MANAGER AUTHORIZATION

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

NAME: Erica Wheeler
SIGNATURE: 
DATE: 

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SELECTION CRITERIA

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

Education (Screening Criteria)
- Master’s Degree in Biology, Geology or related discipline with a focus on Palaeontology

Experience (Screening Criteria)
- Three years of related and progressively responsible work experience in palaeontology collections preparation, documentation, care, and supervision
- Proven experience in public programming

Knowledge (Assessment Criteria)
- Working knowledge of the fossil record of British Columbia
- Broad knowledge of one or more specific taxonomic groups
- In-depth knowledge of best practices for the management of fossil specimens and collections

Skills/Abilities (Assessment Criteria)
- Extensive information gathering and research skills
- Ability to synthesize ideas and information
- Ability to communicate scientific principles to a range of audiences
- Ability to direct and oversee volunteers, students and contractors
- Able to travel to and work at remote offsite locations in difficult conditions
- Have a valid driver’s license
- Able to lift 18 kg to waist level in a straight lift as per ergonomic guidelines

COMPETENCIES

Behavioural Competencies
- Results Orientation
- Service Orientation
- Teamwork & Cooperation

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).