

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

Head of Archives

Salary: \$92,700.24 - \$123,200.20 per annum

Royal British Columbia Museum

The Royal British Columbia Museum and Archives is one of Canada's great cultural treasures. Our collections, research and public programs enable us to tell the stories of BC in ways that enlighten, stimulate and inspire.

The BC Archives is the provincial archives; preserving and making accessible government and private records including historical photographs, documents, sound recordings, films, maps and publications. The stories these records tell chronicle the experiences of individuals, businesses, families, communities and governments that shape the province.

The Royal BC Museum is committed to on-going and true community collaboration, building on our existing partnerships and developing new relationships to help communities preserve their own stories, facilitate community dialogue, and bring forth voices often silenced in historical accounts. We are working to meet crucial goals outlined in BC's Declaration on the Rights of Indigenous Peoples Act (DRIPA), the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission of Canada (TRC) Calls to Action.

The Head of Archives ensures exceptional stewardship of the archive's collections through strong personal advocacy and the effective management of both teams and projects. The Head is responsible for maintaining and improving the physical state of collections through the development and implementation of preventive care strategies, forward-looking policies and robust procedures, while enabling various modes of collections access and use. The Head of Archives oversees the preparations for a collection move to a new Collection and Research Building, scheduled for 2024.

With a deep understanding of archival management and process, a reputation for strategic thinking, and experience in senior management, the Head is able to devise and implement strategic change that supports the vision and mission of the archives and coordinate the varied operations of a dynamic and diverse department.

If you are a strong leader, excited about moving into a new purpose-built collection building, you live and breathe partnerships and are passionate about caring for and making accessible British Columbia's collections then we want to meet you.

The ideal candidate has a Master's degree in Archival Studies or Library & Information Science with a specialty in archives or an equivalent combination of training and experience. This is supplemented with a strong understanding of current and potential future trends for archives and how to incorporate them into planning and action.

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).

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.

Preference will be given to applicants who identify as BIPOC and or persons with disabilities.

Please submit your application in pdf format by 11:59 pm (PST) September 14 th, 2021 quoting competition RB2021:22 via email to: humanresources@royalbcmuseum.bc.ca



POSITION DESCRIPTION

Royal BC Museum

POSITION TITLE:	Head of Archives	POSITION NUMBER(S):	111175
DIVISION:	Collections and Research		
DEPARTMENT:	Archives	UNIT	
SUPERVISOR'S TITLE:	Vice President, Collections and Research	POSITION NUMBER	47207
SUPERVISOR'S CLASSIFICATION:	Band 6	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Band 4	CLASS CODE:	
APPROVED BY:	CEO	PHONE NUMBER:	

ORGANIZATION OVERVIEW

The Royal BC Museum, situated on the traditional territories of the Lekwungen (Songhees and Xwsepsum Nations), 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 understandings of BC, and provides for a dynamic forum for discussion and a place for reflection.

We care for over 7 million objects and specimens, 28 kilometres of government and private records, substantial photographic, audio and video collections documenting the stories of the province; 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, interact with the collections, participate in research and explore our websites each year.

DEPARTMENT OVERVIEW

The BC Archives is responsible for ensuring the historical records of the province are preserved, managed and made accessible. The department achieves this through an outstanding team of archivists, collection managers, conservators, access technicians and preservation staff, each of whom works collaboratively with colleagues, the public, academic institutions, ministries, volunteers, community partners, Indigenous communities, Friends of the BC Archives and other stakeholders. The BC Archives houses the government records of the province in addition to private records of historical significance and is the largest archives repository in Western Canada with holdings that include 28 KM of textual records, over five-million photographs, 100,000 maps and architectural drawings, 15,000 drawings, paintings and prints and the largest collection of audio-visual material in Canada. The department is responsible for managing both physical and digital access to collections via a reference room and a digital public collection search.

Under the direction of the Vice President, Collections and Research, and in accordance with the Royal BC Museum's corporate planning framework (principally the mission, vision, Strategic Roadmap and Collections and Research Strategy), the Head of Archives inspires, promotes, develops, and manages a department that:

- Provides exceptional stewardship of, and access to, the province's archival collections
- Contributes to audience-focused public programs, exhibitions and websites
- Collaborates effectively with colleagues, partners and stakeholders to deepen knowledge and widen understandings of British Columbia
- Prepares the archives collection to move to the new Collection and Research Building in 2024
- Works with Indigenous communities, residential school survivors, their families and other partners to provide access to residential school records

INSTITUTIONAL RESPONSIBILITIES

The Head of Archives is responsible for providing expert knowledge about archival and other historical records in a variety of formats and strategies to gain access to their content. This position manages the staff responsible for the appraisal, acquisition, arrangement and description of and access to records as well as the Conservation and Preservation departments. Other responsibilities include:

- Support the Museum's mission, vision, values and core commitment to being user-centred, respecting staff expertise, supporting Indigenous voices, and embedding institutional relevancy for the future
- Contribute to and support the Museum and Archive's strategic roadmap, annual priorities and institutional initiatives such as EDIA 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
- Undertake initiatives in the spirit of and according to the principles of the United Nations Declaration on the Rights of Indigenous Peoples, the B.C. Declaration on the Rights of Indigenous Peoples Act, the Truth and Reconciliation Commission Calls to Action and the United Nations Joint-Orntlicher Principles
- Contribute to the leadership of the organization as a cooperative member of the Heads Committee

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Leadership

- Provide effective, consistent and accessible management by clearly and regularly communicating work requirements in accordance with department plans, delegating responsibilities as appropriate, seeking ideas and feedback from staff to encourage a team-based environment, and monitoring and directing multiple teams as required
- Provide leadership and direction and implements the departmental plan ensuring the respect and

acknowledgement of staff expertise from across the organization

- Conduct regular performance reviews, annual appraisals and other such performance reviews as may become necessary; manage holidays, illness and other issues arising; recruit and induct new staff; and ensure all staff are provided with appropriate professional development opportunities
- Develop and implement a departmental plan and associated policies and procedures - monitoring and amending them as required
- Propose, develop and manage short and long-term projects that have clear goals, objectives and deliverables, in accordance with the project management processes
- Provide regular communications including collection and project status updates to staff, the Heads Committee, the Executive Committee and external partners
- Collaborate on the development, implementation and routine review of the Collections and Research Strategy and Collections Policy
- Maintain a collaborative approach to collections management through effective communication and planning with staff, the Heads Committee and Executive Committee, other collecting institutions, Indigenous communities, academic institutions, external partners and the public

Moving the Archives

- Responsible for preparing the archival collections to move into a new purpose-built collection and research building in 2024.
- Encourage and support staff through all stages of this project.
- Participate in the Preparation, Pack and Move Committee, the body overseeing the RBCM's move including implementing the Move the Museum and Archives Strategy.
- Oversee permanent and auxiliary staff and contractors that are working on activities to further the Move the Museum and Archives Strategy.
- Oversee an archive's move strategy to ensure collections are prepared safely for a move.
- Collaborate with the Digital Department to barcode collections and to participate in collection data projects such as implementation of a new collection location system.
- Oversees Conservation's role in the move, preparing and implementing a conservation move plan.

Archival Practices

- Provides senior leadership and strategic direction for the management of current and archival records.
- Participates as a member of the Information Management Advisory Committee to administer the *Information Management Act* by reviewing and endorsing record retention schedules of all public service organizations, from a government-wide perspective and making recommendations to the Chief Records Officer.
- The Head of Archives is required to fulfil a number of legally mandated responsibilities. BC Archives is integral to the operational areas of most public service organizations (e.g. Legal Services Branch, Commissions, Queen's Printer, OCG, Vital Statistics, Elections BC). This position provides advisory services to the Legislative Assembly, Government House, Executive Council and individual members.
- The Head of Archives maintains mutually supportive contacts across a wide range of institutions including academic and cultural institutions.
- Provides leadership to the archival community (including museums and Indigenous organizations) by facilitating training for capacity development, coordination of collection mandates and leading shared initiatives. Works with partner organizations such as UBC's Indian Residential School Centre for

Dialogue and History and the National Centre for Truth and Reconciliation and with Indigenous communities and residential school survivors to provide access to residential school records.

The Head of Archives oversees the Archives department:

- Establishes department priorities and objectives under the Strategic Roadmap and reports on status of program initiatives.
- Ensures integrity, authenticity and security of information in digital archival collections.
- Manages digital archival collections, including metadata creation and delivery, intellectual property rights including scholarly and commercial licensing, and assuring the preservation of materials.
- Maintains knowledge of and ensures adherence to national and international standards and legislation associated with archival information.
- Creates and implements a partnership strategy to ensure adequate resources for digitization and digital conversion.
- Oversees the management of audio-visual and film collections and implementation of preservation strategy (may or may not be digitization) for multi-media formats.
- Oversees the Preservation department and creates and implements a digitization strategy.
- Oversees the Licensing department and provide customer focussed support on external requests
- Leads the Conservation department by providing conservation services across the organization.
- Conducts negotiations and enters into agreements with individuals and organizations for the acquisition of records of historical significance.
- Ensures the BC Archives and its patrons adhere to relevant legislation including copyright legislation and Freedom of Information and Protection of Privacy legislation.

Project Management

Plans, develops, implements and oversees short and long term projects:

- Leads project teams to deliver major projects in accordance with project management standards.
- Develops and determines project goals, objectives, and outcomes to align with the direction of the Royal BC Museum.
- Determines the appropriate resourcing levels (e.g., staff, contractors, budget) to deliver the project.
- Develops and maintains partnerships with internal and external stakeholders to achieve the operational mandate.
- Manages the financial resources for the project.
- Reviews and approves project evaluation and post-implementation reviews, including implementation of any required business changes.

FINANCIAL RESPONSIBILITY

Prepares and/or negotiates contracts, monitors performance and authorizes payment of contractors. Exercise full financial responsibility by:

- Managing an annual operating budget
- Preparing and managing project budgets in close liaison with departmental staff and in strict accordance with standards set out by the Finance Department
- Preparing and/or negotiating contracts, monitoring performance and authorize payment of contractors

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

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	2	
Supervises staff through subordinate supervisors	20	

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

Uses office tools and equipment such as computers, scanners, and computer databases and software.

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 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.

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

Accountability, Community, Creativity, Diversity, Partnership, Service

INCUMBENT

NAME:	DATE:	I have read and understand this job description
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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: David Alexander Vice President, Collections and Research	SIGNATURE:	DATE:
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SELECTION CRITERIA

The recruitment process is used to assess Education and Experience criteria through the screening/shortlisting phase by reviewing information submitted to a competition. Knowledge, Skills, Abilities and Competencies are assessed through written exercises, oral interview and past work performance checks.

EDUCATION:

Master's degree in Archival Studies or Library & Information Science with a specialty in archives. Or an equivalent combination of training and experience.

EXPERIENCE:

- Experience providing leadership within an archives, museum, library, gallery or other cultural organization including mentoring and developing staff.
- At least five years' experience as an archivist or librarian in an archival setting, with increasing levels of responsibility.
- Experience providing reference services, with a demonstrated user-centered service philosophy and client focus.
- Experience in managing projects, including budget planning and monitoring.
- Prefer experience in moving a collection.
- Prefer experience working with Indigenous communities.

KNOWLEDGE

- Comprehensive current knowledge of national and international standards related to the description and management of archival information.
- Demonstrated understanding of issues related to both digitized and born-digital formats, media, and migration.
- A strong understanding of current and potential future trends for archives and how to incorporate them into planning.

SKILLS / ABILITIES

- Ability to positively change a work culture
- Ability to forge relationships with colleagues, public, partners and stakeholders
- Ability to work with initiative, prioritize tasks and work to deadlines
- Ability to hold others accountable for delivering on goals
- Ability to both lead and work collaboratively as part of a team
- Ability to encourage the development of unique approaches and creative solutions (Innovation)
- Ability to carry out primary and secondary source research
- Ability to engage in public relations and communicate to a wide variety of people.
- Excellent organizational skills
- Excellent verbal and written communication skills

Preference will be given to applicants who identify as BIPOC (black, indigenous, people of colour) and/or persons with disabilities.

Successful completion of security screening requirement 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 corporation.

COMPETENCIES

Change Management - managing change within an organization and mobilizing others to support change through times of stress and uncertainty.

Holding People Accountable - setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.

Leadership - a desire to lead others, including diverse teams.

Building Partnerships with Stakeholders – the ability to build long-term or on-going relationships with stakeholders.

Innovation - effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization

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