

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.



TEMPORARY/AUXILIARY ASSIGNMENT

Term: Immediately to June 30, 2021

Royal British Columbia Museum Digital Manager

Information Systems 24 Salary Range: \$66,558 - \$75,884 per year

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. By exploring our human history and natural history, the RBCM advances new knowledge and understanding of BC, and provides for a dynamic forum for discussion and a place for reflection.

Under the general guidance of, and in consultation with the Head of IT and Digital Service, the Digital Manager is responsible for the museum and archives digital and other technology projects including corporate website, mobile initiatives, digital asset management software and virtual exhibitions. The position leads on the implementation of the collection management system project and implements the department strategy while researching emerging technologies to identify better ways to improve access to the collections. The position works with a high degree of independence while leading a team of professional staff.

You would be interested in this opportunity if you thrive in an environment of constant change; think strategically and have a strong reputation of demonstrating leadership, encouraging innovative approaches to problems and effectively managing performance. You take pride in your work and your ability to get the job done, while always focusing on building and maintaining relationships.

Ideally, you have a degree in a related field or equivalent experience and education. You have at least 3 years managing complex web projects and 2 years managing and motivating staff. While we prefer experience working or volunteering in a cultural institution you will, at minimum, have experience working with a museum collection management system or a major database system. We also prefer a solid understanding of the digitization process and associated standards.

You are known for your ability to work calmly under stressful conditions, managing multiple projects and budgets while maintaining a sense of humour. You demonstrate a solid understanding of web programming languages and content management systems including Drupal. You also have strong understanding of how to use technology to meet business needs.

This is a temporary assignment until June 30, 2021 with a possibility of extension. Details of the accountabilities for this opportunity and the selection criteria which will be used to assess candidate suitability, can be found in the job description for this position, found on our website at: <http://www.royalbcmuseum.bc.ca/employment>

Please submit your application in pdf format by 11:59 pm (PST) April 12, 2021 quoting competition RB2021:06 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).

POSITION DESCRIPTION

Royal BC Museum

POSITION TITLE:	Digital Manager	POSITION NUMBER(S):	106894
DIVISION:	Museum Operations Division		
DEPARTMENT:	IT and Digital Services	UNIT	
SUPERVISOR'S TITLE:	Head of IT and Digital	POSITION NUMBER	45361
SUPERVISOR'S CLASSIFICATION:	Band 4	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	IS 24	CLASS CODE:	
REVIEWED BY:	Josh Blenkin (July, 2016)	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 department provides online access to the museum and archives collections via a corporate website, social media properties, digital and mobile projects. This includes digital conversion of audio and video and digitization of records and images. The department will also help shape digital engagement as we go forward with the site development of the new Collections and Research Building.

PURPOSE OF POSITION

The Digital Manager is part of a team responsible for the museum and archives digital access to collections and preservation and digital services and initiatives. The Digital Manager is responsible for management of digital projects including the corporate website, Learning Portal, virtual exhibitions, infrastructure, mobile initiatives and online revenue generating products. As well, the Digital Manager oversees replacement and maintenance of three major collection management systems for archives, library and museum collections, and maintenance of a digital asset management system and implementing the objectives of the Royal BC Museum Digital Strategy. The position is also responsible for researching emerging technologies to identify better ways to improve access to the collections and research.

Under the general direction of the Head of IT and Digital Services, the position works with a high degree of independence to manage the delivery and implementation of the Royal BC Museum's digital platforms and to develop and maintain infrastructure necessary to provide internal and external access to the museum and archival collections, research and digital media.

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.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Management:

Under the direction of the Head of IT and Digital Services, the Digital Manager implements the goals and objectives related to digital development and implementation of the Royal BC Museum's Digital Strategy.

Manages and coaches a professional staff group including digital, imaging and database specialists.

Manages IT and digital contractors.

Conceptualizes new digital initiatives, makes recommendations and develops appropriate plans, specifications, budgets and metrics for success.

Measures the results of all digital engagement efforts and uses the data to continuously improve effectiveness.

Ensures adherence to internal policy, security and technical standards when developing digital products.

Operations:

Manages the development and maintenance of digital platforms and infrastructure.

Manages the design and maintenance of the corporate website, the Learning Portal, virtual exhibitions, and online revenue generation.

Evaluates digital goals and objectives to improve process and online experience for users and staff.

Assists in the development and management of a BC wide learning portal and supports Learning initiatives online.

Determines digital means to leverage the collections to provide better access, revenue generation and improved audience engagement.

Researches emerging technologies to anticipate new projects, enhancements to websites, improved access to collections, user experience and/or internal workflow.

Manages development of staff intranet including responsibility for budget, managing contractors, creating and implementing an organization-wide training program.

Working closely with all departments across the museum and archives, manages development of two collection management systems including responsibility for budget and managing IT contractors as well as coordinating training and communications among staff.

Under the direction of the Risk Management and Business Continuity Manager, responsible for security measures to protect and preserve provincial collections and archival data.

Oversees development, implementation and roll out of digital asset management software.

Sources potential business partners and fulfills on relationship promises.

Project Management:

Digital Manager

Acts as subject matter expert for all digital and infrastructure projects.

Manages and develops digital infrastructure for museum and archives projects, the process may include creating cross-departmental work teams, managing contractors and the procurement process, creating infrastructure architect and project documents (timelines, project charters etc).

Represents the department on planning working groups and committees

FINANCIAL RESPONSIBILITY

Responsibility to administer and manage service contracts related to the IT and digital projects including managing, planning and reporting on capital budgets of up to 1 million dollars with infrastructure projects. Signs for goods and services received.

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

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	5	1
Supervises staff through subordinate supervisors	0	0

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

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>	Up to 3	Provides formal training to other staff <input type="checkbox"/>	varies
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff	5

TOOLS / EQUIPMENT

Various computer, digital, software programs

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:

Dave Stewart

SIGNATURE:

DATE:

SELECTION CRITERIA

Shortlisting process assesses Education and Experience. Candidates who move through to next stage of process will be assessed against the Knowledge, Skills, Ability and Competency criteria below.

Education and Experience

- Degree in a related field (e.g., computer sciences, communications, project management, web development) or an equivalent combination of education and experience
- Three years' plus experience in managing complex web projects
- Two years' plus experience managing staff
- Experience or solid understanding of digitization process and standards associated with it
- Experience working with a museum collection management system considered an asset
- Experience managing and reporting on budgets
- A solid understanding of content management systems including Drupal
- Experience using and understanding of open source products

Knowledge

- Demonstrated knowledge of the value of the web to provide access to collections
- Understanding of web usability
- Knowledge of commonly applied web standards

Abilities/Skills

- Proven ability to coordinate multiple projects within tight timeframes
- Strong understanding of how to use technology to meet business needs
- Entrepreneurial spirit
- Proven ability to write to plain language standards and policy for a general audience
- Ability to communicate ideas/concepts visually.
- Ability to work independently, often on own initiative
- Ability to and function effectively in a team environment
- Ability to set and manage deadlines
- Detail-oriented
- Clear and concise communication skills

Ability to lead and energize teams through a long project cycle

COMPETENCIES

- | | |
|-----------------------|-------------------------------|
| • Results Orientation | Holding Others Accountability |
| • Service Orientation | Continuous Development |
| • Teamwork | Initiative |
| • Leadership | Innovation |