

# CAREER OPPORTUNITY

Royal British Columbia Museum

**Provincial Archivist and Head of Archives**

Band 4 Salary Range: \$90,900 - \$118,400 (under review)

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.

The Royal BC Museum is one of Canada's great cultural icons attracting millions of visitors each year, onsite and online. We are a significant provincial and national institution charged with researching, collecting, preserving and exhibiting the historical evidence of British Columbia. As an educational institution, the museum looks to strengthen society through cultural and scientific understanding – helping to create the society of the future. And what a future we have!

The Royal BC Museum is at an exciting time in its 133 year history as we embark on a modernization project to protect our historic holdings and provide better access to our collections. We are excited to partner with the provincial government to achieve a vision of a revitalized museum that benefits the people of BC and beyond.

We are looking for a forward thinking, dynamic, creative, collaborative archivist to lead the Archives and represent the Province at the national archival level. This position 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. The position implements and refines the long term strategy for the Archives, keeping current on trends, standards and technologies that will impact archival work and the future of the archives. As a member of the Heads Committee, this position has leadership responsibilities throughout the organization and works to ensure a culture of high performance.

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. You have knowledge of the *Information Management Act, Freedom of Information and Protection of Privacy Act, and the Personal Information Protection Act* and associated policies and procedures relating to privacy and records management. This is supplemented with a strong understanding of current and potential future trends for archives and how to incorporate them into planning.

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) March 27, 2020 quoting competition RB2020:03 via email to: [humanresources@royalbcmuseum.bc.ca](mailto: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:	Provincial Archivist and Head of Archives	POSITION NUMBER(S):	111175
DIVISION:	Collections, Research and International Programs		
DEPARTMENT:	Archives	UNIT	
SUPERVISOR'S TITLE:	Vice President, Collections, Research and International Programs	POSITION NUMBER	47207
SUPERVISOR'S CLASSIFICATION:	Band 6	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Band 4	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 BC Archives is responsible for ensuring the historical records of the province are preserved, managed and made accessible. The Archives staff is responsible for managing the acquisition, preservation and accessibility of the archival collection (both government and non-government). The Archives houses the historical records of the province in addition to private records of historical significance. As the largest archive repository in Western Canada with holding which include 10,000+ cubic feet 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 the physical and digital access to collections via a reference room and a collection management system.

## PURPOSE OF POSITION

Under the general direction of the Vice President, Collections, Research and International Programs, this position 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 records.

The Head develops and maintains relevant policies and implements archives-related programs, projects and services designed to engage existing and new audiences and stakeholders. This position supervises and mentors a team of archivists and access staff and looks after the day to day operations of a public reference room which includes onsite and remote inquiries.

The Head implements and refines the long term strategy for the BC Archives, keeping current on trends, standards and technologies that will impact archival work and the future of the archives. As a member of the Heads Committee, this position has leadership responsibilities throughout the organization and works to ensure a culture of high performance.

## 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.

## SPECIFIC ACCOUNTABILITIES / DELIVERABLES

### Vision and Leadership

- Communicate the vision of the museum and archives and develop team-wide and individual goals to support that vision
- Provide motivational and accessible leadership that reflects institutional values, celebrates reputational strengths and addresses departmental development areas as they are encountered
- Inspire a culture that sets ambitious and achievable goals, operates with shared accountability for outcomes and emphasizes personal and professional growth
- Identify opportunities for team members to collaborate across the museum and archives, ensuring that learning is leveraged and applied across all departments

### Archival Practices

As the Provincial Archivist:

- 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 Provincial Archivist 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. Through the Information Management Advisory Committee, the Provincial Archivist provides a corporate perspective on a diversity of information management issues.

- The Provincial Archivist maintains mutually supportive contacts with most post-secondary institutions, community archives, art galleries and museums as well as Commonwealth and US archives and information management programs.
- Participates as BC's voting member on the National, Provincial, and Territorial Archivist Committee (NPTAC). NPTAC meets twice-annually to discuss subjects of mutual interest and undertake collaborative projects that support the goals and objectives of the Canadian archival system.
- Provides leadership to the archival community (including museums and indigenous organizations) by facilitating training for capacity development, coordination collection mandates and leading shared initiatives.

Oversees the Archives department by:

- Establishes department priorities and objectives for the Strategic Plan and reports on status of program initiatives.
- Ensuring integrity, authenticity and security of information in digital archival collections.
- Managing digital archival collections, including metadata creation and delivery, intellectual property rights including scholarly and commercial licensing, and assuring the preservation of materials.
- Maintaining knowledge of and ensures adherence to national and international standards and legislation associated with archival information.
- Creating and implementing a partnership strategy to ensure adequate resources for digitization and digital conversion.
- Overseeing the management of audio-visual and film collections and implementation of preservation strategy (may or may not be digitization) for multi-media formats.
- Overseeing the creation of images such as photographic reproduction and poster production for exhibition staff.
- 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.
- Overseeing preparation and eventual move of Archives into a new building

### Project Management

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

- Leading project teams to deliver major projects in accordance with project management standards.
- Developing and determining project goals, objectives, and outcomes to align with the direction of the Royal BC Museum.

- Providing advice to the Executive Committee on matters relating to Archives.
- Determining the appropriate resourcing levels (e.g., staff, contractors, budget) to deliver the project.
- Developing and maintaining partnerships with internal and external stakeholders to achieve the operational mandate.
- Managing the financial resources for the project.
- Reviewing and approving project evaluation and post-implementation reviews, including implementation of any required business changes.

### Management

- Provide effective, consistent and accessible management by communicating work requirements in accordance with department plans, delegating responsibilities as required, seeking ideas and feedback from staff to encourage a team-based environment, and monitoring and directing multiple teams as required
- Ensure appropriate staff recruitment and selection, considered approval of leave, meaningful performance evaluation, professional development whenever possible and disciplinary actions as required
- Develop, implement departmental policies and procedures - monitoring and amending them as needed
- Plan, develop, implement and supervise short and long-term projects that have clear goals, objectives and outcomes and accord with approved RBCM project management processes
- Provide regular project status updates to the Executive Committee

### **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
- Prepare and/or negotiate 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: Joanne Orr Deputy CEO and Vice President, Collections Research and International Programs Division	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 in archival appraisal and selection.
- Progressive staff management experience, preferably in a union setting.
- Experience leading projects
- Experience with budget management
- Prefer experience providing advice on privacy and access issues.
- Minimum 5 years' experience providing departmental or institutional leadership

### KNOWLEDGE

- Knowledge of the *Information Management Act, Freedom of Information and Protection of Privacy Act*, and the *Personal Information Protection Act* and associated policies and procedures relating to the general principals of access and privacy as they apply to the provincial context.
- 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

- Negotiation, mediation and conflict resolution skills
- Ability to provide briefings, oral and written, to peers, stakeholders and management
- Demonstrated ability to work collaboratively with peers and staff to achieve goals

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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