

CAREER OPPORTUNITY

Collection Manager, Archives
Archives Department
Archives, Collections and Research Division

Full Time, Permanent
Heritage Resources Officer 18
Annual Salary Range: \$62,255.85 - \$70,557.73

The Royal BC Museum (RBCM) was established in 1886, making it one of the oldest continually operating museums in Canada. Since its inception the museum has changed and evolved alongside the rest of the province. Today's RBCM is committed to creating community connections, gathering spaces and educational programs, and to providing opportunities for critical thinking, self-reflection, and thought-provoking experiences to people across BC and around the world.

The archives were founded in 1894 and in 2003, both organizations joined together to become BC's combined provincial museum and archives, with its purpose being to broaden the understanding about our province. We are passionate about inspiring curiosity and wonder, while sharing BC's story with millions of visitors who walk through our doors and explore our website each year.

IMAX® Victoria is also part of the RBCM and provides incredible immersive cinematic experiences and work in tandem to deliver inspiring educational and entertaining experiences.

The RBCM, is updating not only the facilities and infrastructure, it is creating a new Collections and Research Building in Colwood, BC. It is an exciting time to join the museum team as we rethink and modernize our methods and processes, and welcome the perspectives and stories of all British Columbians.

The BC Archives is part of the Archives, Collections and Research division and works closely with peers to ensure the evidence and stories revealed in our documentary heritage are incorporated into Museum programming, exhibits, events and learning. The BC Archives is the provincial archives, and collectively we acquire, preserve and make publicly accessible the documentary heritage of the province, and provide physical and digital access to collections of historical photographs, documents, sound recordings, film, art, maps and publications.

Modernization is not confined to revitalizing and improving our physical collections space, the BC Archives is focused on our users and transforming our services to the public, as well as the development of a digitization and digital preservation strategy that will ensure we can continue to preserve and provide access to our collections for centuries to come. BC Archives is working to build strong, respectful relationships with BC communities, address our colonial legacy, and implement the Reconciliation Framework for Canadian Archives. We are committed to reconciliation-based and trauma-informed archival practice.

Reporting to the Preservation Manager this position is responsible for preservation and physical management of archival records in all media in BC Archives legal custody with a focus on textual and cartographic collections, including: housing and storage of records; preventive conservation of fragile or fugitive original records; location management; assisting with staff and client access to original archival records; advising staff, clients, and government offices on physical management of records; assessing new acquisitions, organizing conservation contracts; preparing and packing records for loan, shipping or exhibition; assisting with exhibits; creating and maintaining manual and electronic documentation relating to these activities; and recommending policies and procedures relating to these activities. Assists the Preservation Manager with planning and implementation of standards and policy. May supervise junior clerical or technical staff and volunteers

We are currently looking for a Collection Manager who brings a wealth of expertise to our team. The ideal candidate will have post-secondary education in archival studies, history, curation, conservation and/or preservation, and they will hold a Gallery Technician or a Certificate in library, archival, preservation, conservation or a related study and 5 years' working with historical collections. Our successful candidate will have 2+ years working in a community or provincial archive, library or similar institution, 1-2 years' preferred experience in the care and handling of historical archival records, experience managing a collection of historical records, objects, photograph collections or similar and some project management experience with the ability to determine appropriate costs related to special projects, acquisition, and storage of archival material.

Alongside those requirements, the Collection Manager will have knowledge of preservation requirements for a variety of historical archival records, both physical and digital plus specialized conservation and/or preservation knowledge in one or more of the following areas: cartographic, textual, government and/or private records, library (antique book), paintings and/or photographic collections or sound and moving image. They will have strong research skills with the ability to make recommendations for best practices for handling and packing works of art, the ability to lift heavy objects with care and attention and the ability to streamline workflow process.

Our Collection Manager will be flexible and creative with problem-solving while remaining accountable to performance measures and hold excellent interpersonal skills. If you meet these criteria, we invite you to apply and contribute your expertise to our dynamic team.

The collection manager will often be working with records of a sensitive nature and will benefit from a knowledge of trauma-informed archival practices.

Before you apply for this position, you must meet the eligibility requirements. To be eligible to work in Canada, you must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the federal Immigration Act. Eligibility to work in Canada is granted through citizenship, permanent resident status, or a work permit.

An eligibility list may be established for future temporary and/or permanent vacancies.

How to Apply:

Your application must clearly demonstrate how you meet the job requirements listed with the job profile.

Please submit your resume and cover letter in pdf format by Wednesday, March 20 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2024-10 via email to:

RBCMapplications@royalbcmuseum.bc.ca

Additional Information:

This position requires a Criminal Records Check under the BC Public Service Screening Policy and the Criminal Records Review Act. All applicants must be legally entitled to work in Canada (i.e., have Canadian citizenship or permanent resident status).

The Indigenous Applicant Advisory Service is available to applicants that self-identify as Indigenous (First Nations, status or non-status, Métis, or Inuit) person seeking work or already employed in the BC Public Service. For guidance on applying and/or preparing for an interview, please contact

IndigenousApplicants@gov.bc.ca or call #778-405-3452.

The Royal BC Museum, Archives and IMAX Victoria celebrate culture and history, sharing the stories of British Columbia in ways that enlighten, stimulate and inspire. Through research and learning, we strive to broaden understanding of our province and inspire curiosity and wonder. Located in Victoria on the traditional territory of the Lekwungen (Songhees and Xwsepsum Nations), we are proud to welcome 800,000 visitors annually.

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

As an inclusive and accessible employer, please advise People and Development of any accommodations required to assist you to ensure equitable participation in this hiring process.