

CAREER OPPORTUNITY

Archives Manager

Archives

Archives, Collections and Research

Full Time, Permanent

ARCH 27

Annual Salary Range: \$80,652.20 - \$91,992.70

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 healing-centered archival practice.

The Archives Manager 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 and coordinates the appraisal, acquisition, processing, arrangement and description of records, develops and maintains relevant policies, procedures and standards, as well as the creation of access tools that provide description and control of the historical and evidentiary record of British Columbia.

The position plans and implements archives-related programs, projects and services focused on the acquisition, processing and description of the archives collection. This Archives Manager supervises and mentors a team of archivists. The position also creates and nurtures partnerships and community connections through active involvement with committees, conferences, presentations and other stakeholder events.

We are currently looking for an Archives Manager who brings a wealth of expertise to our team. The ideal candidate will hold a - Master's degree in Archival Studies or Library & Information Science with a specialty in archives or, an equivalent combination of education and experience working in a GLAM institution, government ministry, or community organization such a cultural centre or Indigenous government office, in a role related to archives, library/information science, records management, cultural heritage, or traditional knowledge.

The successful candidate will have a minimum of three years' experience working in an archival institution, a minimum of two years' experience leading and mentoring results-based work teams and experience leading projects. They will have knowledge of the Freedom of Information and Protection of Privacy Act, the Information Management Act, the Personal Information Protection Act, the Copyright Act and associated policies and procedures relating to the general principals of access and privacy as they apply to the provincial context as well as knowledge of the Declaration on the Rights of Indigenous Peoples in BC Act (DRIPA), the First Nations Information Governance Centre's principles of Ownership, Control, Access and Possession (OCAP®), a Reconciliation Framework for Canadian Archives and the Truth and Reconciliation Commission Final Report They will understand issues related to both digitized and born-digital formats, media, and migration as well as current and potential future trends for archives and how to incorporate them into planning.

The Archives Manager will have the ability to provide briefings, oral and written, to peers, stakeholders and management, the ability to mentor, motivate and manage staff and fosters an environment of collaboration and the ability to prioritize and complete own work assignments under tight deadlines, including assignments involving complex issues and multiple third parties. They will have negotiation, mediation and conflict resolution skills and be able to work collaboratively with peers and staff to achieve goals. If you meet these criteria, we invite you to apply and contribute your expertise to our dynamic team.

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 April 22, 2024 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2024-13 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.