

JOB PROFILE

Position # 00099712

TITLE: ARCHIVIST
SUPERVISOR TITLE: ARCHIVES MANAGER
SUPERVISOR POSITION #: 00134277
DEPARTMENT: ARCHIVES

CLASSIFICATION: ARCH 21**CONTEXT**

The Royal BC Museum is situated on the territories of the Lekwungen People, known today as the Songhees and Xwsepsum First Nations.

The Royal BC Museum (RBCM) was established in 1886, making it one of the oldest continually operating museums in Canada. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of British Columbia, and provides for a dynamic forum for discussion and a place for cultural reflection.

The RBCM, which includes the provincial archives, is undergoing modernization. Modernization is a complex, transformational process that not only impacts the museum's physical presence and facilities, but also requires the museum team to undergo adaptive and technical organizational changes.

As an institution that encourages gathering, learning, critical thinking, self-reflection and thought-provoking experiences for people of all ages, modernization demands that the museum evolve and remain relevant to the communities it serves and in doing so, the team must embody and exemplify a commitment to:

- being accountable for our individual and collective learning and embracing informed, values-based ways of working that honours diversity, inclusivity, accessibility and equity such that this commitment is evident in our interactions and relations with one another internally, and also with visitors, the public, our industry and business partners, and our community stakeholders.
- being a place where diverse peoples and communities of British Columbia feel welcome in the museum and supported as they tell their truths and share the lived experiences of their current and past generations.
- honouring and presenting an authentic human history that represents a vibrant, diverse province that exists today, which is central to RBCM's transformation.
- Incorporating an informed and values-based adoption, dissemination and implementation of Truth and Reconciliation principles, DRIPA and the province's DRIPA Action Plan.
- being a centre of respectful, inclusive, self-motivated, team-focused collaboration.

RBCM has 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, learning, outreach and community engagement, we strive to broaden understanding about our province and inspire curiosity and wonder.

DEPARTMENT OVERVIEW

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.

JOB OVERVIEW

Under the direction of the Archives Manager, this position is responsible for providing subject matter expertise about archival and other historical records in a variety of formats and engages in multiple research strategies to gain access to their content, often using outside resources such as corporate databases and web access. This position conducts original research both as an integral part of the acquisition and processing of records and the provision of reference and information services.

This position coordinates the evaluation, selection and acquisition of records, develops and maintains relevant procedures as well as creates access tools in order to provide thorough access, and description and control of the historical and evidentiary record of British Columbia. As well, this position undertakes original research with the aim of access in a variety of formats and participates in cross-departmental projects.

ACCOUNTABILITIES

1. Coordinates evaluation, selection and acquisition of government and non-government records of enduring value to the province by:
 - Accessioning, physically processing and describing archival records in accordance with professional standards.
 - Appraising, inventorying and reviewing non-government records in the custody of the BC Archives and recommending retention, transfer, repatriation or destruction.
 - Managing, organizing and implementing transfer or repatriation of records.
2. Provides intellectual and physical control of and access to archival holdings by conducting original research and documenting the contents and context of archival records (arrangement and description), ultimately creating descriptive systems and tools that comply with national and provincial standards.
 - Determining and implementing appropriate arrangement and storage strategies based on accepted principles, standards and methodology of modern archival science.

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- Ensuring intellectual, administrative and physical control of and access to archival holdings by analysing, researching, identifying, documenting and describing their contents and context.
 - Implementing practices to respect diversity, inclusion and empowerment in accordance with the principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Truth and Reconciliation Commission's (TRC) Calls to Action, the B.C. Declaration on the Rights of Indigenous Peoples Act (DRIPA) and the Reconciliation Framework for Canadian Archives.
3. Provides specialized reference and information services in a variety of disciplines to a wide and diverse community of users and offers expert advice and other services to staff, colleagues, researchers and government employees:
- Coordinating orientation to a complex system of automated and traditional access tools such as catalogues, indexes and finding aids.
 - Providing expert advice to public, government and corporate clientele on Freedom of Information policy and access procedures and on policy and access procedures in accordance with other legislation (e.g. *Youth Criminal Justice Act*) and BC court record access policies.
 - Evaluating, responding to and managing public enquiries through analysis of archival and other resources, detailed original research and preparing an appropriate response.
 - Providing expert advice about technical, conservation, access and copyright requirements to government, academic, corporate and private clientele.
 - Providing expert advice on collections, interpretation of material and other topics based on specialized subject and technical knowledge.
 - Initiating, researching, developing, writing and maintaining user guides and brochures to assist with traditional and automated tools. Developing, implementing and managing print and web-based reference information resources and tools as well as instructional resources.
4. Participates in ongoing and special projects, supervision and training by:
- Recruiting, training and supervising volunteers. Identifying and organizing projects suitable for volunteers, ensuring compliance with the Public Service Act, the RBCM Corporation Act and Royal BC Museum policies and procedures.
 - Participating in community engagement activities both on and off site.
 - Developing and participating in programs and outreach activities, both virtual and in-person, covering a variety of topics and audiences.
 - Participating in cross-departmental projects to provide archival knowledge and perspective.

JOB REQUIREMENTS

Experience, Education and Training Requirements

- University degree in Archival Studies or Library & Information Science with a specialty in archives; or an equivalent combination of related experience, education and/or training.
 - Related experience may include working in a GLAM institution, a government ministry, or in a community organization, such a cultural centre or Indigenous government office, preferably in a role related to archives, records management, cultural heritage, or traditional knowledge
- A minimum of one year of experience working in an archival institution in areas such as:

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- appraisal, arrangement and description of archival records in all formats (including electronic)
 - preparation & maintenance of finding aids
 - providing public access to records
- Experience managing projects
- Preference may be given to those with experience in the following:
 - leading or participating in archives-related programming
 - interpreting and applying legislation and drafting policy related to privacy acts, records management acts and other policies and procedures related to the management of records

Knowledge, Skills and Abilities

- A sound understanding of archival theory and principles;
 - Of national and international standards for archival arrangement and description.
 - Knowledge of legislation that applies to archival records, such as the *Freedom of Information and Protection of Privacy Act*, the *Information Management Act*, the *Personal Information Protection Act* and the *Copyright Act*.
 - Proper care and handling of archival materials in all media.
- 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 - Calls to Action.
- Knowledge of British Columbia's history and geography including Indigenous history and culture is an asset.
- Excellent written and oral communications skills required
- Ability to produce finding aids and other access tools in accordance with national and international standards
- Must apply sound judgement and critical thinking to analyze and resolve complex problems
- Be able to plan, organize and manage own complex work load
- Superb organization, attention to detail and problem-solving skills
- Ability to provide superb customer service skills
- Must be able to lift up to 18kg (40 pounds)

BEHAVIOURAL COMPETENCIES

- **Results Orientation** is a concern for surpassing a standard of excellence. The standard maybe one's own past performance (striving for improvement), an objective measure (achievement orientation), challenging goals that one has set, or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a results orientation.

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- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Teamwork & Cooperation** is the ability to work cooperatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Cultural Agility** – is the ability to work respectfully, knowledgeably and effectively with Aboriginal people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a person shift in perspective.
- **Building a Trust-based Relationship** – requires a fundamental understanding that “relationship” is the foundation from which all activities happen, and that building a good relationship takes time and commitment. Building a trust-based relationship requires a high level of consciousness of the experience of Aboriginal people and assumes that strengths abound in Aboriginal people, cultures and communities.
- **Collaborative Planning, Organizing and Coordinating** – involves shared planning, establishing priorities jointly, and assigning resources accordingly with sensitivity to competing demands. It is expressed by building plans together prior to acting, and ensuring that plans and resourcing align with evolving interests and needs.
- **Open Listening** – means listening to and valuing the telling of stories, and letting pauses in conversation extend into silence. It's an awareness of personal bias or judgement and its effect on one's ability to hear.

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