

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.



EMPLOYMENT OPPORTUNITY

Archivist and Librarian

Salary Range: \$ 69,185.43 – \$ 78,814.47

Archivist 24

One Full Time Term

Royal British Columbia Museum

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.

The Archivist/Librarian is part of the Archives department, which is responsible for the BC Archives, physical and digital access to collections, and preservation and digital services and initiatives.

The mandate of this department as it relates to BC Archives is to ensure that the historical records of the province are preserved, managed and made accessible. The department is also responsible for managing physical and digital access to collections via a reference room and a collection management system.

The ideal candidate will have a sound understanding of archival theory and principles of national and international standards for archival arrangement and description, along with 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*. In addition, the candidate will be confident in applying the theory and practices of library science to RBCM collections. The individual will need to know how to properly care and handle archival materials in all media.

They will also have 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. In addition, the applicant will be familiar with British Columbia's history and geography including Indigenous history and culture.

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Dual Masters' degree in Archival Studies & Library & Information Science, or a Masters' degree in Archival Studies with a specialty in library science or vice versa; **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 as cultural centre or Indigenous government office, preferably in a role related to archives, libraries, records management, cultural heritage, or traditional knowledge.

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).

On November 1, 2021 the BC Public Service announced the COVID-19 Vaccination Policy that defines the conditions and expectations for BC Public Service employees regarding vaccination against COVID-19. Among other possible measures, proof of vaccination will be required by November 22, 2021. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to the public service. More information can be found [here](#).

Please refer to the full job description and selection criteria to ensure your application addresses the areas we will be looking at when assessing suitability for this opportunity.

The position available is for a full time **TERM** opportunity until June 2024.

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

Please submit your resume and cover letter in PDF format by March 23rd, 2023 at 11:59PM with the following subject line: Last Name, First Name, RB2023-12 via email to: RBCMapplications@royalbcmuseum.bc.ca