

CAREER OPPORTUNITY

Archivist

Archives Department

Archives, Collections and Research Division

One Full Time Permanent Position Available

Archivist 24

Annual Salary Range: \$73,855 - \$84,134

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 Archivist 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.

Archives staff 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; promote the museum's positive response to UNDRIP, TRC, DRIPA and the Task Force Report.

Under the direction of the Archives Manager, this position is responsible for providing expert knowledge 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. The archivist will provide an Indigenous lens on the archival collection. They will be supporting crucial collection decolonization efforts both with the physical collection and the associated collections data.

This position manages and coordinates the evaluation, selection and acquisition of records, develops and maintains relevant policies, procedures and standards 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 coordinates departmental projects.

The successful candidate requires a Master's degree in Archival Studies or Library & Information Science with a specialty in archives; OR a Master's degree in History, Political Science or a related field; OR a combination of education and experience.

The applicant will also need to have a minimum of two years' experience working in an archival institution which includes appraising, arranging and describing archival records in all formats, preparing and maintaining finding aids and to include providing public access to records; OR two years' experience working 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. Prefer experience supervising either staff or volunteers, or leading or participating in archives-related programming.

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

This position is restricted to candidates who identify as an Indigenous person.

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 Thursday May 9th, 2023 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2023 – 18: 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.