

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.



## CAREER OPPORTUNITY

Royal British Columbia Museum

### Curator, Indigenous Collections

Salary: grid 30 (PhD), starting at \$77,971 or grid 27 (Masters or equivalent), starting at \$71,298

The Royal BC Museum is one of Canada's great cultural icons attracting millions of visitors each year, onsite and online. As an educational institution, the museum looks to strengthen society through cultural and scientific understanding – helping to create the society of the future. And what a future we have!

The Royal BC Museum is at an exciting time in its 133 year history as we embark on a modernization project to protect our historic holdings and provide better access to our collections.

We are looking for a dynamic, energetic, innovative individual with a track record of success in exhibitions, public engagement, and curation. The successful candidate will play a critical role in the development and implementation of a strategy to build, interpret and present the Indigenous collections to visitors, researchers and other organizations.

The Curator will join the museum as we chart a new course to engage visitors and communities more deeply in the collections, research, and dialogue on contemporary issues. The position offers an opportunity to offer fresh perspectives on the influence of Indigenous cultures in today's world. The successful candidate will help innovative ways of sharing collections and information, help build a program of community engagement, and promote an inclusive relationship in partnership with Indigenous communities.

The ideal candidate has a Doctorate or Master's degree in Indigenous Studies, Anthropology, Art History or related discipline; plus four years' experience in a museum or other cultural heritage organization. You have knowledge of UNDRIP, DRIPA, TRC and other guiding legislation influencing museology. You must have experience working with Indigenous communities and as the lived experience provides many transferable skills, an equivalent combination of education and experience may be considered.

The Royal BC Museum is committed to creating a diverse workplace where everyone is celebrated. In accordance with the museum's diversity policy and pursuant to Section 42 of the BC Human Rights code, preference will be given to qualified Indigenous applicants.

The detailed job description and selection criteria can be found on our website at: <http://www.royalbcmuseum.bc.ca/employment>

**Please submit your application in pdf format by 11:59 pm (PST) May 29, 2020 quoting competition RB2020:07 via email to: [humanresources@royalbcmuseum.bc.ca](mailto:humanresources@royalbcmuseum.bc.ca)**

POSITION TITLE:	Curator, Indigenous Collections	POSITION NUMBER(S):	47212
DIVISION:	Collections, Knowledge and Engagement		
DEPARTMENT:	Indigenous Collections and Repatriation	UNIT	
SUPERVISOR'S TITLE:	Head of Indigenous Collections and Repatriation	POSITION NUMBER	11430
SUPERVISOR'S CLASSIFICATION:	Band 4	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Heritage Resource Officer 30 (PhD) Heritage Resource Officer 27 (Masters)	CLASS CODE:	
APPROVED BY:	Barb Shaw	PHONE NUMBER:	

### ORGANIZATION OVERVIEW

The Royal BC Museum is one of Canada's great cultural treasures. Our collections, research and presentations enable us to tell the stories of BC in ways that enlighten, stimulate and inspire. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of BC, and provides for a dynamic forum for discussion and a place for reflection. We have 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 and learning, we strive to broaden understanding about our province and inspire curiosity and wonder. We are passionate about sharing British Columbia's story with the millions of visitors who walk through our doors and explore our website each year.

### DEPARTMENT OVERVIEW

The Indigenous Collections and Repatriation Department (ICAR) strives to establish and maintain authentic, respectful and meaningful relationship with Indigenous peoples throughout BC. ICAR provides collections access to Indigenous people and collaborates with the Indigenous Peoples of British Columbia to ensure that their unique histories and contemporary stories are told at the RBCM from an Indigenous perspective. ICAR strives to honour UNDRIP, DRIPA, the TRC and the Task Force Report on Museums and First Peoples and is a global leader in Repatriation.

The Indigenous collections consist of approximately 15, 000 objects and documentation from Indigenous communities across the province. This includes both historical and modern cultural materials of many kinds. The Indigenous collection also has an outstanding audio-visual collection of thousands of photographs, films, videos and related documentation.

### PURPOSE OF POSITION

Under the direction of the Head, Indigenous Collections & Repatriation, the Curator is responsible for the following functions: to collect, preserve, and make available Indigenous collections of BC and documenting Indigenous stories. The Curator works with the ICAR team to follow best practices and make informed decisions regarding acquisitions, care and handling, storage, access and repatriation of the holdings. The Curator conducts collections-based research in order to interpret and disseminate knowledge about the collections and about their discipline or specialty in relation to the collections.

## **INSTITUTIONAL RESPONSIBILITIES)**

- Support the Museum's mission, vision, values and core commitment to being user-centred, supporting indigenous voices, and embedding institutional relevancy for the future.
- Contribute to and support the Museum's strategic plan, annual priorities and institutional initiatives such as diversity advancement.
- 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.

## **SPECIFIC ACCOUNTABILITIES / DELIVERABLES**

1. Promotes the Royal BC Museum's Indigenous collections to the world by:
  - Creating content through the organization of exhibitions, major publications and online/digital platforms; and contributing to the development of new galleries through the museum modernization project
  - Cultivating Indigenous connections provincially, nationally and internationally
  - Welcoming visiting Indigenous researchers, community representatives and members of the public
  - Publishing and lecturing in area of specialty
  - Negotiating loans to and from other institutions and fostering long-term relationships
  - Speaking with the media and public on areas of specialty and ensuring that the Royal BC Museum's content is at all times factually accurate and trustworthy
2. Manages complex curatorial assignments, collections development activities and community engagement initiatives in area of specialty by:
  - Working collaboratively with Indigenous people and Royal BC Museum colleagues in the development, interpretation and installation of special exhibitions and permanent galleries
  - Researching, developing and recommending large project to be undertaken by the Royal BC Museum
  - Managing collections planning and development
  - Recommending Indigenous collections for acquisition, deaccession and repatriation
  - Developing research plans (including co-creation of research with others), funding and acquisition proposals
  - Utilizing contemporary curatorial practice and Indigenous research methodologies to conduct original collections-based research
  - Responding to requests for object identification/authentication and for specialty information
3. Represents the Royal BC Museum as a specialist and is recognized as a professional by peers and as a collaborator with Indigenous communities through:
  - Experience in Indigenous research methodology and practice, collaboration and co-creation of new knowledge
  - Knowledge of recent research, publications, exhibitions, repatriations and policies directly related to Indigenous tangible and intangible heritage
  - Serving as a recognized expert, provincially and nationally, in area of specialty
  - Providing content expertise to public programs, publications and exhibit storyline(s)
  - Working closely with the ICAR team in repatriation research at the Royal BC Museum in preparation for repatriation requests
  - Holding membership and/or participating in professional associations (e.g., Aboriginal Curatorial Collective; Native American Art Studies Association)
4. Supervises staff, students, researchers and volunteers by:
  - Possibly acting as project lead, directing staff (regular, auxiliary, co-op), Research Associates, graduate students and volunteers and determining timelines and outcomes, and measuring performance
  - Training docents and volunteers in area(s) of specialty
  - Promoting the volunteer and research opportunities to Indigenous communities and Indigenous organizations

5. Eligible to receive and apply for grants and performs other related duties as required by:

- Managing funding when it is submitted to the Royal BC Museum
- Reporting out on the project funded by the grant

**DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)**

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff		
Supervises staff through subordinate supervisors		

**PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)**

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

**WORKING CONDITIONS**

The Royal BC Museum is open every day of the year, except Christmas Day and New Year's Day. As a result, work schedules vary for every department. The majority of union employees are on a 'flexible schedule' where employees schedule their work based on operational requirements for a total of 70 hours each bi-weekly period and at no more than 10 hours per day.

**VALUES** – Every employee is expected to demonstrate the following values during the course of their work

Accountability, Community, Creativity, Diversity, Partnership, Service

**INCUMBENT**

NAME:	DATE:	I have read and understand this job description
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**EXCLUDED MANAGER AUTHORIZATION**

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: (Date).
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME: Lucy Bell	SIGNATURE:	DATE:
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## SELECTION CRITERIA

### Experience, Education and Training Requirements (Screening Criteria)

- Masters degree (for pay grid 27) or Doctorate (for pay grid 30) in Anthropology, Indigenous Studies, Art History or other related discipline
- Four years museum or cultural heritage experience or equivalent publication or teaching record (preference will be given to museum or cultural heritage experience)
- Experience working with Indigenous artists, communities and organizations to co-develop projects with public facing outputs
- An equivalent combination of education and experience may be considered

### Essential Knowledge (Assessment Criteria)

- Knowledge of exhibit development methodology and strategies
- Knowledge of Indigenous research methodology
- Knowledge of collections development strategies
- Knowledge of traditional Indigenous protocols
- Knowledge of global repatriation and contemporary Indigenous museology issues
- Knowledge of UNDRIP, DRIPA, TRC and other guiding legislation influencing museology
- Knowledge of Indigenous collections management practices beyond a museum setting

### Essential Skills and Abilities (Assessment Criteria)

- Excellent interpersonal and communication skills
- Demonstrated ability and experience delivering oral and written presentations at both popular and technical levels
- Demonstrated ability to interact well with Indigenous peoples, the general public and with a variety of private, institutional and government agencies
- Demonstrated ability to build long-term relationships with a broad cross-section of individual, institutional, Indigenous and other community partners
- Ability to speak/understand an Indigenous language of BC would be an asset
- PC computer literate with MS Windows operating system including MS Word and MS Excel
- Proven ability with the use of database software, specifically related to collections management

### Behavioural Competencies (Assessment Criteria)

- Empathy – ability to recognize, understand and directly experience the emotions of another person
- Cultural Agility – ability to work respectfully, knowledgeably and effectively with Indigenous people
- Building Trust-based Relationships – requires a high level of consciousness of the experience of Indigenous people with Crown relations and an understanding of Indigenous protocols
- Self-Discovery and Awareness – understanding one's thoughts, feelings, values and background and how they impact the success of relationships and influence one's work
- Organizational Commitment – the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization, and behaving with integrity
- Service Orientation – the ability to focus one's efforts on discovering and meeting the needs of others and honouring the concept of the visitor at the centre
- Teamwork and Cooperation – the ability to work cooperatively within diverse teams and across the organization to achieve goals

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Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the Royal BC Museum.