

## CAREER OPPORTUNITY

Archives Manager

Archives

Archives, Research and Collections Division

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Full Time, Permanent

ARCHIVIST 27

Annual Salary Range: \$83,071.72 - \$94,752.42

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The Royal BC Museum, which includes BC Archives and IMAX® Victoria, is one of the oldest continually operating museums in Canada. A cultural centre of learning and research, it strives to broaden our understanding of British Columbia through collections, exhibits, outreach and community engagement. The museum celebrates the province's diverse landscapes and the lives of the people who live here, enables research and knowledge sharing that advances our understanding of our world, and provides a dynamic place for discussion and reflection. IMAX® Victoria delivers educational and entertaining experiences that accompany the learning journey the museum offers.

The Royal BC Museum is located on the traditional territory of the Lekwungen peoples, known today as the Songhees and Xwsepsum Nations.

### Department Overview

The BC Archives is part of the Archives, Research and Collections 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

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 related experience, education and/or training. In addition, 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.

Ideally, the successful candidate 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 in-depth 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.

Enhanced understanding of 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, along with the ability to mentor, motivate and manage staff and foster an environment of collaboration will be an asset in the Archives Manager role.

If you meet these criteria, we invite you to review the job profile in detail and apply for this opportunity to contribute your expertise as a member of 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 in the job profile. Ensure your resume includes your educational accomplishments, employment history including start and end dates (month and year) of your employment, and any relevant information that relates to the job to which you are applying on.

**Please submit your resume and cover letter in pdf format by June 30, 2025 at 11:59 pm (PST) with the following subject line: "Last Name, First Name, RB2025-08 Archives Manager" via email to:**

[RBCMapplications@royalbcmuseum.bc.ca](mailto: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 Canadian Indigenous (First Nations [status or non-status], Métis, or Inuit) applicants. Indigenous applicants can contact this service for personalized guidance on the BC Public Service hiring process including job applications and interviews.

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, Culture and Workplace Strategies of any accommodations required to assist you to ensure equitable participation in this hiring process.

## JOB PROFILE

Position # 134277

**TITLE: ARCHIVES MANAGER**  
**SUPERVISOR TITLE: DIRECTOR OF ARCHIVES**  
**SUPERVISOR POSITION #: 111175**  
**DEPARTMENT: ARCHIVES**  
**DIVISION: ARCHIVES, RESEARCH AND COLLECTIONS DIVISION**

**CLASSIFICATION: ARCH 27**

### CONTEXT

The Royal BC Museum, which includes the provincial archives and IMAX® Victoria, is one of the oldest continually operating museums in Canada. A cultural centre of learning and research, it strives to broaden our understanding of British Columbia through collections, exhibits, outreach and community engagement. Through community collaboration, the museum works to share the stories of BC and provides a dynamic space for discussion and reflection.

Located in Victoria on the territory of the *ləkwəŋən* (Lekwungen) peoples, known today as the Songhees and Xwsepsum Nations, the RBCM cares for more than 7 million objects, belongings, specimens, and millions of significant government documents and records; substantial photographic, audio and video collections; artworks; and an extensive library of publications. IMAX® Victoria delivers educational and entertaining experiences that accompany the learning journey the museum offers.

The museum is also building PARC Campus—the provincial archives, research and collections building in Colwood, BC. Majority of the province's collections and archives will move to the new building, except for the Indigenous collection which will remain at the downtown site where repatriation and community consultation will continue to guide the future of the collections. During this complex process of reimagining, not only of the future of the museum's physical presence and facilities but also of its responsibilities to the public, our team is undergoing organizational changes as well. As we go through this transformational phase, our organization strives to adhere to a standard of conduct that prioritizes inclusivity and accessibility, and continues to value curiosity and innovation.

### DEPARTMENT OVERVIEW

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## ORGANIZATIONAL 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.

## JOB OVERVIEW

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## ACCOUNTABILITIES

### Management:

- Manages and coordinates the appraisal, selection, acquisition, processing and description of non-government records of enduring value to the province, including born-digital records.
- Manages and coordinates the appraisal, processing and collections management of the BC Archives Library.
- Manages and coaches a professional staff group of archivists including assignment of work, development and evaluation of performance plans and approval of leave.

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Job Family:

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## Operations:

- Continually monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these. Identifies new trends and possibilities for the archives collection; evaluates and coordinates long term planning for services across the BC Archives and makes recommendations to the Director.
- Identifies and liaises with potential donors of records and arranges, where appropriate, for the transfer of such material to the BC Archives; likewise, with the deaccession and transfer of records to other institutions. Implements a long-term plan for acquisitions, that intersects with the larger Royal BC Museum Collection Management Strategy.
- In collaboration with other teams, establishes and implements best practices for ingest, preservation and managing born-digital material.
- Leads as subject matter expert for private records-related projects, and provides authoritative expertise to staff, peers and archives-related organizations.
- Provides leadership and oversight on the implementation of the Freedom of Information and Protection of Privacy Act, Personal Information Protection Act and Copyright Act as they relate to private archival records.
- Participates in special projects, project management, supervision and training.
- Creates, maintains and evaluates unit descriptive and processing procedures, standards and protocols.
- Reports and presents on departmental plans and projects.
- Manages and undertakes 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 provincial, national and international standards and conventions.
- Conducts extensive original research both as an integral part of the acquisition and processing of records and the provision of reference and information services as well as for the purpose of publication.

## Industry Relations:

- Leads as subject matter expert for BC Archives-related projects and provides authoritative expertise to community groups, local, regional and national bodies.
- Proactively engages the community and partners regarding BC Archives programs and services, develops new strategic partnerships and productive relationships with key external stakeholders and partners.

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Job Family:

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- Keeps informed on advancements and changes in the archives field through active participation in archives-related professional organizations.
- Keeps current on trends, standards and technologies that will impact archival work and the future of the archives.

## JOB REQUIREMENTS

Candidates are initially assessed on the Education and Experience criteria. Those who meet these criteria will be invited to demonstrate their skills, abilities and behavioral competencies through various assessment methods.

### Education and Experience

- Master's 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 includes:

- working in a GLAM institution (galleries, libraries, archives, museums), a government ministry, or in a 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.
- Minimum three years' experience working in an archival institution
- Minimum two years' experience leading and mentoring results-based work teams
- Experience leading projects

Preference may be given to applicants with one or more of the following:

- Experience with budget management
- Experience providing advice on privacy and access issues.

### PROVISOS/WILLINGNESS STATEMENTS:

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the organization **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**
- Willingness to work from more than one work location is required.

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- Travel, as necessary, is a requirement. Transportation arrangements must meet the operational requirements of the organization.

## KNOWLEDGE, SKILLS AND ABILITIES

- 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.
- Demonstrated understanding of issues related to both digitized and born-digital formats, media, and migration.
- A strong understanding of current and potential future trends for archives and how to incorporate them into planning.
- 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, is an asset.
- Negotiation, mediation and conflict resolution skills.
- Ability to provide briefings, oral and written, to peers, stakeholders and management.
- Ability to mentor, motivate and manage staff and fosters an environment of collaboration.
- Ability to prioritize and complete own work assignments under tight deadlines, including assignments involving complex issues and multiple third parties.
- Demonstrated ability to work collaboratively with peers and staff to achieve goals.

## INDIGENOUS RELATIONS AND BEHAVIOURAL COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous 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 personal shift in perspective.
- **Change Management** is the ability to support a change initiative that has been mandated within the organization. It involves helping the organization's members understand what the change means to them and providing the ongoing guidance and support that will maintain enthusiasm and commitment to the change process.
- **Developing Others** involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring.

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- **Holding People Accountable** setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.
- **Innovation** indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.
- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority.
- **Planning, Organizing and Co-ordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans.

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