

JOB PROFILE

Position # 114330

TITLE: DIRECTOR, INDIGENOUS COLLECTIONS & REPATRIATION**CLASSIFICATION: BAND 4****SUPERVISOR TITLE: VICE PRESIDENT, ARCHIVES, RESEARCH AND COLLECTIONS****SUPERVISOR POSITION #: 47207****DEPARTMENT: INDIGENOUS COLLECTIONS AND REPATRIATION**

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

The Indigenous Collections and Repatriation (ICAR) Department is comprised of six collection areas and a curatorial and collections management team, that care for the following materials:

1. Indigenous Materials (16,000+ items)
2. Photo Collection (65,000+ photos)
3. A/V Collection – Audio (3,700+), Film (17), Video (34)
4. BC Archaeology (230,000+ objects)
5. Historic Documents related to the materials in the collection (350,000+ documents)
6. Publications and Resource (2,500 items)

ICAR works closely with the Indigenous Advocacy and Advisory Committee, First Nations communities and Indigenous organizations by establishing and maintaining respectful and meaningful relationships, providing access to and stewardship of Indigenous collections, supporting community capacity building where requested, facilitating the repatriation of ancestral remains and the transfer of First Nations belongings upon submission of repatriation requests in accordance with ICAR's Repatriation Policy.

ICAR works closely with other RBCM departments to explore opportunities for research, learning, exhibitions, and special projects that support the museum's mandate and goals.

ICAR works closely with government agencies, Ministry of Indigenous Relations and Reconciliation, Archaeology Branch, the BC Archives and Heritage Branch on projects of shared interest.

JOB OVERVIEW

With the strategic support of the Indigenous Advocacy and Advisory Committee (IAAC) and under RBCM's corporate service plan and corporate planning framework (principally its mission, vision, strategies and policies), the Director of Indigenous Collections and Repatriation leads, develops, and manages a team that:

- Assists Indigenous communities who request the repatriation of ancestral remains and the transfer of materials originating in their communities, the Director issues periodic reports on achievements, encourages cooperation and the sharing of best practice, makes recommendations around repatriation at provincial, national and international levels, and supports repatriation through the British Columbia Treaty Process as required.
- Provides support, guidance or advice to those caring for heritage in Indigenous communities.
- Deepens public understanding of Indigenous history and culture through the responsible stewardship, development and understanding of RBCM's extensive Indigenous collections.
- Produces scholarly interdisciplinary research that advances understanding of RBCM's Indigenous collections and archives, is relevant to contemporary society, and is capable of being presented across a variety of media to a broad audience.
- Collaborates with Indigenous people of British Columbia to produce concepts and content for innovative, provocative, and audience-focused public programs, exhibitions, and websites.

ACCOUNTABILITIES

Vision and Leadership

- Establishes and maintains authentic, respectful, meaningful relationships with representatives of Indigenous communities across British Columbia.
- Communicates the vision of RBCM's Indigenous Advocacy and Advisory Committee (IAAC) across the museum, Indigenous communities, and the public in general.
- Collaborates with the First Peoples' Cultural Council, IAAC, and Indigenous communities in the development, implementation, and routine review of RBCM's Reconciliation Framework and repatriation strategy.
- Leads the generation of new policies and the revision of existing ones (including RBCM's Indigenous Materials Operating Policy, Repatriation Policy), ensuring full coordination with related strategies (including RBCM's collections and research strategies) and policies as appropriate.
- Leads the development of departmental planning and individual staff goals to deliver research, curatorial, collections management, and repatriation goals aligned with departmental strategies.
- Provides motivational and accessible leadership that reflects institutional values, celebrates reputational strengths and addresses departmental development areas as they are encountered.
- Inspires a culture that sets ambitious and achievable goals, operates with shared accountability for outcomes and emphasizes personal and professional growth.

Job Family:

Job Stream: n/a

PSA Approved Date:

- Identifies opportunities for team members to collaborate across the museum and archives, ensuring that learning is leveraged and applied across all departments.

Management

- Acts as administrator to IAAC supporting the Chair as required, ensuring the smooth functioning of the Committee, organizing meetings and maintaining effective records and administration.
- Provides effective, consistent and accessible program and project management by communicating work requirements in accordance with department plans, delegating responsibilities as required, securing ideas and feedback from staff to encourage a collegial environment, and monitoring and directing teams as required.
- Ensures appropriate staff recruitment and selection, considered approval of leave, meaningful performance evaluation, professional development and all other responsibilities typical of staff supervision.
- Leads the planning, development, implementation and supervision of short and long-term projects that have clear goals, objectives and outcomes.
- Provides regular repatriation status updates to the Executive and IAAC.

Collections Stewardship

- Leads the design of a Collections Management Strategy, the development of a strategy for short- and long-term rehousing of the Indigenous Collections and accompanying workplans.
- Ensures a collaborative approach to collections management through effective communication and planning with Indigenous communities, the other departments, collecting institutions, and stakeholders.
- Collaborates with the Director of IT and Digital Experience to develop and grow the collection management system in ways that enrich content and improve access.
- Supports the collections acquisition process by:
 - a) Attending the Collections Committee and ensures rigorous adherence to the Research Strategy, Collections Strategy, and Collections Policy.
 - b) Supporting leadership in Philanthropy in securing funding for acquisitions.

Repatriation and Capacity Building

- Collaborates with Indigenous communities to conceptualize, develop, implement and manage a proactive repatriation program that will result in the repatriation of ancestral remains held by RBCM as a matter of urgency, and facilitate the transfer of important cultural materials from RBCM and where appropriate and possible, other museums – both domestic and foreign – where requested by the source community.
- Provides training and advice to Indigenous communities on the preservation and development of their tangible and intangible cultural heritage.
- When needed, conceptualizes and delivers a grants program aimed at supporting those responsible for the preservation and development of tangible and intangible cultural heritage in Indigenous communities.
- This position may also call on the incumbent to prepare a comprehensive inventory of Indigenous belongings and objects located outside their source communities with due regard for work already undertaken by Indigenous communities and cultural / research institutions to date avoiding the duplication of work wherever possible.

Research

- Supports the development and implementation of the department's Research Strategy.

Job Family:

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PSA Approved Date:

- Identifies and establishes partnerships with museums, higher education institutions and other research organizations to ensure that research and funding opportunities are maximized.
- Ensures that all research achieves the highest scholarly and ethical standards.
- Ensures close collaboration between departments and across institutions in order to deliver inter-disciplinary and cross-cutting research that builds on institutional strengths.
- Supervises (or matrix manage) the research outputs of researchers, post-doctoral research fellows, students and interns.
- Communicates and promotes relevant aspects of RBCM's Research Strategy both nationally and internationally.
- Contributes to the development of a supportive and effective inter-disciplinary research community within and outside of RBCM
- Promotes influential presentations and publications by departmental staff as appropriate in order to advance RBCM research in the fields of Indigenous culture and archaeology.

Exhibitions and Public Programming

- Collaborates with the IAAC and departmental staff to develop and deliver an Indigenous Relationship and Engagement Strategy for the representation and reopening of RBCM's First Peoples Gallery, implementing its recommendations as required and delivering associated content as appropriate.
- Facilitates impactful concepts and ideas for exhibitions and public programs through regular collaboration with First Nations, and other partners and stakeholders.
- Contributes to the development and delivery of temporary / travelling exhibitions and public programs by ensuring the timely contributions of content from departmental staff.

Financial Responsibility

- Manages annual operating budget.
- Prepares and manages project budgets with departmental staff and in accordance with standards set out by the Finance Department.
- Prepares and/or negotiates contracts, monitors performance and authorizes payment of contractors.

JOB REQUIREMENTS

Education and Experience

- Bachelor's degree in Anthropology, History, Indigenous History, and 5 years' recent, related* experience providing departmental or institutional leadership within a research institution, cultural organization or relevant commercial entity. An equivalent combination of training and experience may be considered
 - Recent, related* experience may include:
 - Lived experience or understanding of Indigenous Knowledge Systems.
 - Experience working with BC First Nations in heritage preservation.

Job Family:

Job Stream: n/a

PSA Approved Date:

- Experience curating exhibitions on Indigenous cultures.
- Experience with community engagement and development.
- Experience building and managing strategic partnerships.
- Experience in securing and managing external funding.
- Experience developing partnerships on complex projects.

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

- More than 5 years of experience
- Achieved a master's or PhD in Anthropology, History, Indigenous History or related field

PROVISO

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).**

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of BC Indigenous cultures
- Knowledge of collection stewardship and/or research management and/or content development
- An understanding of the use of diverse content to create impactful public outputs (exhibitions, learning programs, publications etc.)
- Strong ability to forge relationships with the public, partners and stakeholders
- Ability to engage in public relations
- Ability to hold others accountable for delivering on goals
- Ability to both lead and work collaboratively as part of a team
- Ability to encourage the development of unique approaches and creative solutions
- Ability to speak an Indigenous language is an asset

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 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's 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 Indigenous people and assumes that strengths abound in Indigenous people, cultures and communities.

Job Family:

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PSA Approved Date:

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.

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.

Creating & Managing Change - involves knowledge and skills to manage in the organization through setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change and facilitating implementation of successful change actions.

Designing Strategy & Structure - involves knowledge and skills in the analysis of the environment, size of the organization, strategy and use of technology.

Job Family:

Job Stream: n/a

PSA Approved Date:

CAREER OPPORTUNITY

Director of Indigenous Collections and Repatriation
Indigenous Collections and Repatriation Department
Archives, Research and Collections Division

1 Full Time, Permanent opportunity

Band 4

Annual Salary Range: \$105,900.12 - \$140,800.04

Location: Victoria, RBCM Downtown

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We are currently looking for Director of Indigenous Collections and Repatriation who brings a wealth of expertise to our team. The ideal candidate will hold a bachelor's degree in Anthropology, History, Indigenous History or related field, and have 5 years' recent, related experience providing departmental or institutional leadership within a research institution, cultural organization or relevant commercial entity. An equivalent combination of training and experience may be considered.

Ideally, the successful candidate will have knowledge of BC Indigenous cultures, collections stewardship and/or research management, and a strong ability to forge relationships with the public, partners and rights holders.

For this position, First Nations, Inuit, or Métis ancestry is regarded as directly relevant to the skills and knowledge required for excellence in the position, and as such, candidates with Indigenous ancestry will be given preference. In responding to the impacts of colonization on Indigenous people, we encourage applications from those who wish to self-identify. One of RBCM's guiding principles is to operate in a trauma-informed manner and thus, it is your choice whether to volunteer self-identifying information. We will hold your information and application in strictest confidence, sharing it only with the hiring panel.

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 within the job profile.

Please submit your resume and cover letter in pdf format by July 10th 2025 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2025-11 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 Peoples (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.