

CAREER OPPORTUNITY

Head of First Nations & Repatriation

Business Leadership

Salary: \$80,000 - \$98,500 based on experience

Royal BC Museum, Victoria, British Columbia

The story is familiar to so many First Nations people - their sacred objects removed from their communities to be held in storage or on display in museums all over the world. The **Royal British Columbia Museum and Archives** is launching a First Nations Repatriation Programme – intended to provide support, research, and resources to First Nations communities who have identified and wish to facilitate a return of sacred objects that are of importance to them. Working in collaboration with the **First Peoples Cultural Council**, we encourage applications from interested individuals, of First Nations descent, to help establish this important program.

Reporting to the Vice President, Collections Knowledge & Engagement, the Head of First Nations & Repatriation takes strategic direction from the First Nations Advisory Committee and in accordance with the museum's corporate planning framework leads, develops and manages a department that: assists First Nations communities who would welcome support in the repatriation of ancestral remains and the transfer of cultural property important to their communities; supports capacity building through the provision of training, advice and grants to those caring for heritage in First Nation communities; deepens public understanding of First Nations history and culture through the responsible stewardship, development and interpretation of the museum and archives extensive First Nations collections; produces scholarly interdisciplinary research that advances understanding of the museum First Nations collections and archives; and collaborates with the First Nations of British Columbia to produce concepts and content for revelatory, innovative, provocative and audience-focused public programmes, exhibitions and websites.

Ideally you will have formal education in anthropology or equivalent combination of training and experience. Your experience includes 5 years' of providing leadership within a research institution, cultural organization or relevant commercial entity and building strategic partnerships. You have a knowledge of BC First Nations cultures and have some community development experience; you have curated exhibitions on First Nations cultures. Your experience securing and managing external funding is supplemented with strong project management experience. You have the ability to inspire, develop and manage a department while supporting the vision and mission of the museum. You work respectfully, knowledgeably and effectively with Aboriginal people and understand that the relationship between people is the foundation from which all activities happen. You participate in shared planning and priority setting with sensitivity to competing demands. You demonstrate a strong competency in listening and story-telling, and speaking an indigenous language is an asset

We offer an attractive compensation package, training & development opportunities, a fabulous location and the chance to work in an organization passionate about preserving, protecting and sharing BC with the world. If you want to work for an organization committed to strengthening relationships with First Nations, hearing their voices and better understanding their stories, while partnering in efforts to repatriate cultural artifacts to their rightful owners, then we want to hear from you.

This position requires Criminal Records Checks and all applicants must be legally entitled to work in Canada (Canadian Citizen or have Permanent Resident Status). Priority will be given to BC First Nations applicants.

Please visit www.royalbcmuseum.bc.ca/employment to review the job description and selection criteria.

Please submit your application by 11:59pm, October 14, 2016, quoting **Competition RB2016:25** via email to: humanresources@royalbcmuseum.bc.ca



POSITION DESCRIPTION

Royal BC Museum

POSITION TITLE:	Head of First Nations & Repatriation	POSITION NUMBER(S):	TBD
DIVISION:	Collections, Knowledge & Engagement		
DEPARTMENT:	First Nations & Repatriation	UNIT	
SUPERVISOR'S TITLE:	Vice President, CKE	POSITION NUMBER	
SUPERVISOR'S CLASSIFICATION:	Strategic Leadership	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

ORGANIZATION OVERVIEW

The Royal BC Museum (RBCM) is one of Canada's great cultural treasures. Our collections, research, exhibitions and public programs enable us to tell the stories of BC in ways that enlighten, stimulate and inspire. By exploring our human history and natural history, RBCM advances new knowledge and understanding of BC, and provides for a dynamic forum for discussion and a place for reflection.

We have over seven million objects and specimens and millions of significant government documents and records. We care for substantial photographic, audio and video collections as well as artworks, and we maintain an extensive library of publications. Through research and learning, we 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 First Nations and Repatriation Department collaborates with the First Nations of British Columbia to ensure that their cultural achievements and unique histories are preserved and promoted amongst First Nation communities and the wider public. It achieves this by establishing and maintaining authentic, respectful and meaningful relationships with First Nation communities throughout BC, providing access to and exemplary stewardship of its First Nations collections, supporting community capacity building where requested, facilitating the repatriation of ancestral remains wherever possible, and the transfer of cultural property as appropriate.

PURPOSE OF POSITION

Under the strategic direction of the First Nations Advisory Committee and in accordance with the memorandum of understanding with the First Peoples' Cultural Council and RBCM's corporate planning framework (principally its mission, vision, strategies and policies), the Head of First Nations & Repatriation leads, develops and manages a department that:

- Assists those First Nations who would welcome support in the repatriation of ancestral remains and the transfer of cultural property important to their communities, including where applicable the provision of provenance research. It 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 the British Columbia Treaty Process as required.
- Supports capacity building through the provision of training, advice and grants to those caring for heritage in First Nation communities.
- Deepens public understanding of First Nations history and culture through the responsible stewardship, development and interpretation of RBCM's extensive First Nations collections.
- Produces scholarly interdisciplinary research that advances understanding of RBCM's First Nations 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 the First Nations of British Columbia to produce concepts and content for revelatory, innovative, provocative and audience-focused public programs, exhibitions and websites.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Vision and Leadership

- Establish and maintain authentic, respectful, meaningful relationships with appropriate representatives of the First Nations of British Columbia.
- Communicate the vision of RBCM's First Nations Advisory Committee across the museum, First Nations communities and the public in general.
- Collaborate with the First Peoples' Cultural Council, First Nations Advisory Committee and First

Nations communities in the development, implementation and routine review of RBCM's First Nations Strategy, the generation of any new policies and the revision of existing ones (including RBCM's Aboriginal Materials Operating Policy), ensuring full coordination with related strategies (including RBCM's collections and research strategies) and policies as appropriate.

- Develop departmental planning and individual staff goals to deliver the First Nations Strategy.
- Provide motivational and accessible leadership that reflects institutional values, celebrates reputational strengths and addresses departmental development areas as they are encountered.
- Inspire a culture that sets ambitious and achievable goals, operates with shared accountability for outcomes and emphasizes personal and professional growth.
- Identify opportunities for team members to collaborate across the museum and archives, ensuring that learning is leveraged and applied across all departments.

Management

- Act as secretary to the First Nations Advisory Committee supporting the Chair as required, ensuring the smooth functioning of the Committee, organizing meetings and maintaining effective records and administration.
- Provide effective, consistent and accessible 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.
- Ensure appropriate staff recruitment and selection, considered approval of leave, meaningful performance evaluation, professional development whenever possible and disciplinary actions as required.
- Plan, develop, implement and supervise short and long-term projects that have clear goals, objectives and outcomes and accord with approved RBCM project management processes.
- Provide regular repatriation status updates to the Executive Committee, First Nations Advisory Committee and the RBCM Board.

Collections Stewardship

- Ensure a collaborative approach to collections management through effective communication and planning with First Nation communities, the Head of Collections, Care & Conservation, collecting institutions and stakeholders.
- Collaborate with the Head of Collections, Care & Conservation in the development, implementation and routine review of RBCM's Collections Strategy and Collections Policy, ensuring full coordination with the Research Strategy.
- Collaborate with the Head of Archives, Access and Digital to develop and grow the collection management system in ways that enrich content and improve access.
- Support the collections acquisition process by:
 - a) Attending the Collections Committee and in so doing ensuring rigorous adherence to the Research Strategy, Collections Strategy and Collections Policy.
 - b) Supporting the Head of Fundraising and Development in securing funding for acquisitions.

Repatriation and Capacity Building

- Collaborate with First Nation communities to conceptualize, develop, implement and manage a

proactive repatriation program that will result in the repatriation of all ancestral remains held by RBCM as a matter of urgency, and facilitate the transfer of important cultural property from RBCM and where appropriate and possible, other museums – both domestic and foreign – where requested by the source community.

- Provide training and advice to First Nations communities on the preservation and development of their tangible and intangible cultural heritage.
- Conceptualize and deliver a grants program aimed at supporting those responsible for the preservation and development of tangible and intangible cultural heritage in First Nation communities.
- Prepare a comprehensive inventory of BC First Nation artefacts located outside their source communities with due regard for work already undertaken by First Nation communities and cultural / research institutions to date avoiding the duplication of work wherever possible.

Research

- Support the Head of Knowledge in the implementation of the Research Strategy.
- Identify and establish partnerships with museums, higher education institutions and other research organizations to ensure that research and funding opportunities are maximized.
- Ensure that all research achieves the highest scholarly and ethical standards.
- Ensure close collaboration between departments and across institutions in order to deliver inter-disciplinary and cross-cutting research that builds on institutional strengths.
- Supervise (or matrix manage) the research outputs of researchers, post-doctoral research fellows, students and interns.
- Communicate and promote relevant aspects of RBCM's Research Strategy both nationally and internationally.
- Contribute to the development of a supportive and effective inter-disciplinary research community within and outside of RBCM
- Promote influential presentations and publications by departmental staff as appropriate in order to advance RBCM research in the fields of ethnology and archaeology.

Exhibitions and Public Programming

- Collaborate with the First Nations Advisory Committee, the First Peoples Cultural Council and departmental staff to devise and deliver a First Nations consultation strategy for the representation of RBCM's First Nations gallery, implementing its recommendations as required and delivering associated content as appropriate.
- Facilitate impactful concepts and ideas for exhibitions and public programs through regular collaboration with First Nations, the First People's Cultural Council, and other partners and stakeholders.
- Contribute to the development and delivery of temporary / travelling exhibitions and public programs by ensuring the timely contributions of content from departmental staff.
- Liaise with the First Peoples Cultural Council and RBCM's Learning Department in the programming and development of the *Our Living Languages* exhibit.
- Collaborate with the Head of Marketing and Communications to facilitate staff involvement in media relations and communications-related initiatives.
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FINANCIAL RESPONSIBILITY

Exercise full financial responsibility by:

- Managing an annual operating budget.
- Preparing and managing project budgets in close liaison with departmental staff and in strict accordance with standards set out by the Finance Department.
- Prepare and/or negotiate contracts, monitoring performance and authorize payment of contractors.

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

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	3 - 6	
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. You must be willing to work evenings and/or weekends as necessary, to meet the objectives of the position.

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:

Dr. Scott Cooper

SIGNATURE:

DATE:

SELECTION CRITERIA

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

Education:

- Master's degree in Anthropology, History, or Cultural Studies

Experience:

- Minimum 5 years' experience providing departmental or institutional leadership within a research institution, cultural organization or relevant commercial entity
- Experience working with BC First Nations in heritage preservation
- Experience curating exhibitions on First Nations cultures
- Experience with community development
- Experience building and managing strategic partnerships
- Experience securing and managing external funding
- Experience in developing partnerships on complex projects
- Proven leadership skills in heritage programming

Knowledge:

- Knowledge of BC First Nations cultures
- Knowledge of indigenous heritage and repatriation issues
- 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.)

Skills/Abilities:

- Strong ability to forge relationships with 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 (Innovation)
- Ability to speak an indigenous language is an asset

Business Leadership COMPETENCIES (See attached)

Motivating for Peak Performance

Designing Strategy & Structure

Seeking & Using Feedback

Concern for Image Impact

Creating & Managing Change

Aboriginal Relations Competencies

Cultural Agility – is the ability to work respectfully, knowledgeably and effectively with Aboriginal 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 person 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 Aboriginal people and assumes that strengths abound in Aboriginal people, cultures and communities.

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 and needs.

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.