

# Caroline J. Davies

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*Lives, works and learns on the traditional territory of the Lekwugen (Songhees and Xwsepsum Nations)*

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## **Career Profile**

I have 30 years experience managing and developing collections, heritage projects and partnerships in cultural organizations.

- 30 years working directly with museum and archival collections
  - 15 years heritage building conservation experience
  - 15 years supervisor experience in cultural organizations
  - Master of Arts in Museum Studies, specializing in Collections Management
- I have also organized and delivered presentations on collections-based topics.

## **Employment History**

**October 2021     Director of Collections**

**- July 2022     Royal BC Museum, Victoria, BC (RBCM)**

Reporting to the Chief Executive Officer, supported and managed the development of a team of 20 technicians, managers and registrars who care for the natural and modern (settler) collections.

- devised and implemented strategic change that supported the vision of the museum while coordinating the varied operations of a diverse department in preparation for a collection move
- grew the team from 8 to 20 staff members
- built consensus amongst the team to work collaboratively with colleagues, ministries, Indigenous communities, volunteers and the public in order to deepen the knowledge and widen the understanding of British Columbia
- advocated for the positive response of the RBCM to the United Nations Declaration of Rights of Indigenous People and the BC Declaration on the Rights of Indigenous Peoples through open and honest communication with Indigenous communities
- uplifted, supported and advocated for the work of staff through the application of standards of equity, diversity, inclusion and access

**January 2015     Senior Registrar**

**- September     Royal BC Museum, Victoria, BC**

**2021**

Reporting to the Head of Collections, Care and Conservation, was responsible for the registration and documentation of the RBCM's permanent and temporary collections which include history, natural history, and archival holdings. Oversaw accessioning processes and procedures, as well as managed inventory control for artifacts in storage, on exhibit, and those being loaned in or out.

- managed processes and procedures regarding the collection care and access, including deaccessioning and repatriation of cultural objects to Indigenous Communities
- registered and managed the data input for artifacts and specimens entering the collections into RBCM's collections management system (Integrated Museum Management)
- representative on the plan, pack and move team with Facilities and the Project Manager in preparation to move the collections to a new facility
- organized and delivered the quarterly RBCM Collections Committee meetings
- coordinated local, national, and international incoming and outgoing artifact loans and exhibitions, working with RBCM staff and the borrower/lender in the accuracy of loan agreements, insurance, shipping and packing, as well as the costs associated with loans
- represented Registration at team meetings for temporary exhibitions, reporting out on high-profile loans in from international lenders such as Lyuba the Russian baby mammoth for *Mammoths*, and the loan out of the RBCM's Lennon Rolls Royce to London, England
- member of the inaugural RBCM Equity Diversity Inclusion and Access task force

- July 2011**  
**- December 2014**  
**Archivist**  
**Royal Roads University at Hatley Park National Historic Site, Victoria, BC (RRU)**  
 Reporting to the University Librarian, accessioned, described, housed and managed access of archival materials and collections held by the University.
- managed digitization of archives for two grant-funded projects on budget and on time
  - participated in heritage committees and commissions, promoting the history of the site
  - researched NHS building information and provided details to restoration teams
  - curated historic displays for public events on site
  - wrote articles on the history of the site for the RRU website
  - moved the archival collection to a newly designed storage location
- April 2009**  
**- June 2015**  
**Museum and Heritage Consultant**  
 Worked as an independent contractor for British Columbia museums.
- Royal BC Museum (October 2010 – November 2013)*  
 Tour coordinator for the travelling exhibition *Aliens Among Us*
- facilitated the logistics of a natural history exhibition, which included loan agreements, travel arrangements and a communications kit, with the RBCM and museums across BC
  - wrote reports that highlighted the importance of this travelling exhibit through the province and how it built RBCM's good-will with smaller institutions
- Mill Bay – Malahat Historical Society (December 2010 – April 2011)*
- wrote collections management policy and procedures manual
  - facilitated 5 workshops and trained volunteer staff to inventory their history collection
- North Vancouver Museum and Archives (April 2009 – March 2010)*
- created the institution's collections management procedures manual
- August 2009**  
**- August 2010**  
**Program Coordinator, Cultural Resource Management Program (term position)**  
**University of Victoria (UVic)**
- advised students on how to reach their educational goals and how to apply their learning to cultural organizations
  - coordinated professors' development and delivery of courses
- January 2005**  
**- March 2009**  
**Heritage Officer**  
**Government House, Office and Residence of the Lieutenant Governor of British Columbia & National Historic Site, Victoria, BC**
- Reporting to the Director of Operations, served this national historic site as a curator, volunteer coordinator, collections manager and public programmer.
- advised on the rehabilitation of a 1872 building on site using Parks Canada Standards & Guidelines, which won a Victoria Hallmark Award of Merit as well as a Certificate of Recognition from the Heritage Society of BC
  - inventoried the Government House collections through documentation and photography, putting all information on a self-designed Microsoft Access database
  - researched and wrote interpretive panels permanently installed on site
  - managed and trained a team of volunteers working with Government House archives
  - trained and supervised student assistants on collection inventory projects
  - wrote a tour guide manual for the volunteer tour guides at Government House
  - updated and managed loaned artworks documentation to Art Gallery of Victoria, UVic, RBCM and other local arts community organizations
  - identified artifacts requiring conservation
  - created a collection management policy for gifts to the Lieutenant Governor

## Education

- 1997**  
**Master of Arts in Museum Studies** John F. Kennedy University, Berkeley, California
- 1990**  
**Bachelor of Arts in History** University of Alberta, Edmonton, Alberta

### **Professional Engagement Highlights**

- 2020-22** Attended equity, diversity, inclusivity and accessibility training workshops lead by Alden Halbacon of Inclusive Excellence Strategy Solutions
- 2017** Attended *Supervisor Essentials*, a two-day workshop on providing a common understanding of the role as a supervisory leader in the BC Public Service  
Attended *Fierce Conversations*, workshop on developing clear communication skills
- 2014-2015** President, Archives Association of British Columbia
- 2013-2015** Member of Oak Bay Heritage Commission
- 2013** Session presenter at BC Museums Association (BCMA) conference
- 2012-2014** Member of the Colwood Heritage Commission
- 2010** Program Committee Chair and coordinator of BCMA annual Conference “iMuseum”
- 2009** Attended *Leadership in Cultural Organizations* at UVic
- 2009** Organizer and Facilitator for BCMA workshop
- 2008** Session presenter at BCMA conference
- 2006** Attended *Planning for the Effective Management of Historic Sites* at UVic

### **Professional Organization Memberships**

- Since 2018** Association of Registrars and Collections Specialists
- Since 2010** Archives Association of British Columbia
- Since 2005** Canadian Museums Association
- Since 2003** British Columbia Museums Association