

UNIVERSITY OF SOUTHERN CALIFORNIA

Curator

Job Code: 141019

Grade: J
OT Eligible: No
Comp Approval: 8/2/2007

JOB SUMMARY:

Administers educational, instructional, photographic media and/or reference materials collection(s), department and/or University. Provides services for patrons and/or consumers. Plans, curates and produces exhibitions, events and/or projects and related programming for web-based collections, gallery spaces or assigned collection. Receives and catalogs new additions to collections(s). Preserves, maintains and repairs materials, as needed.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____	_____	Provides services for patrons and/or consumers of educational, instructional, photographic media and/or reference materials collection(s). Advises on use of collection.
_____	_____	Oversees the fulfillment of access requests and responds to requests for information concerning the collection. Conducts research for special collection requests, as needed. Determines how to handle problematic requests and/or the cost for a particular access request or collection item. Ensures inventory, reconciliation, and organization of data and reports for collection is completed on a regular basis concerning the location and condition of the collection. Ensures utilization of accepted methods of protecting and preserving collection materials such as delicate documents, video and digital materials, photos, etc. Makes improvements to the physical and digital organization of the collection(s), as needed.
_____	_____	Researches and produces exhibitions and/or events, activities or manages special projects including, but not limited to, researching topics and background information, writing, and publishing brochures and related materials, etc. Stages exhibitions and/or events. Defines equipment needs. Selects special collection items or equipment for purchase.
_____	_____	Determines best methods of installation for an exhibit or event. Determines appropriate exhibition programming. Selects exhibition and/or even themes and items for display.
_____	_____	Identifies, targets and negotiates sales opportunities for collection items that meet revenue objectives, as requested. Manages business relationships and financial reporting for collection item sales, as necessary
_____	_____	Receives, inventories, catalogs and shelves or stores all new acquisitions according to professional standards.
_____	_____	Serves as liaison between school or department and other University departments on matters concerning collection(s). May make presentations to classes and/or other groups to explain purpose and uses of collection(s).
_____	_____	Develops, modifies and implements operational procedures for the collection. Interprets policies and procedures.

- _____ _____ Gathers facts and figures to develop a budget. Provides projections as appropriate. Monitors and tracks budget activity, as assigned. Prepares financial reports, as needed.
- _____ _____ Oversees the design, development, and implementation of information systems. Defines the needs and oversees the development and/or modification of software and/or software tools for the collection. Ensures compliance with department and University policies, as well as applicable laws.
- _____ _____ Develops communication plan for exhibits, events and/or projects. Performs outreach through communication with academic departments and outside media sources or other organizations in an effort to publicize exhibitions, events, activities and/or projects.
- _____ _____ Provides leadership and guidance to other employees and/or student workers performing similar work within unit, as assigned. Demonstrates techniques, equipment or procedures to others. Trains employees as needed.
- _____ _____ Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's Degree

Combined experience/education as substitute for minimum education

Minimum Experience:

2 Years

Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Specialized knowledge pertinent to materials in collection(s) and archival equipment. Experience utilizing digital reproduction technologies such as scanners and digital cameras for preservation, access and/or exhibition.

Preferred Education:

Master's Degree

Preferred Experience:

3 Years

Preferred Field of Expertise:

Experience as a special collections curator/archivist.

Skills: Administrative:

- Communicate with others to gather information
- Coordinate events
- Gather data
- Input data
- Knowledge of scanning techniques and digital file formats
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software

Skills: Other:

- Analysis
- Assessment/evaluation
- Conceptualization and design
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Negotiation
- Organization
- Planning
- Problem identification and resolution
- Public speaking/presentations
- Research
- Scheduling
- Teaching/Training

Skills: Machine:

- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Digital Cameras
- Personal Computer
- Photocopier
- Scanners

Supervises: Level:

- Leads one or more employees performing similar work
- May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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