



Assistant Curator Job Description

JOB INFORMATION

<i>Job Code:</i>	141018
<i>Job Title:</i>	Assistant Curator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Library Services
<i>Job Family Group:</i>	Libraries
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Supports the administration of educational, instructional, photographic media, and/or reference material-based collection(s) for a department and/or for the university. Provides services for collection patrons and/or consumers and develops exhibits, events, and projects. Maintains database of collection inventory, receives and catalogs new additions, and demonstrates techniques, equipment or procedures to stakeholders as needed.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	
	X	2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience supporting a collections curator/archivist.
X		Specialized knowledge pertinent to materials in collection(s) and archival equipment.
X		Experience utilizing digital reproduction technologies (e.g., scanners and digital cameras for preservation, access and/or exhibition).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supports the administration of educational, instructional, photographic media and/or reference material-based collection(s) for a department and/or for the university. Supports the development and implementation of operational procedures for the collection. Supports the research, planning, curation, and production of exhibitions, events, and/or projects and related programming for web-based collections, gallery spaces and/or assigned collections. Conducts research for special collection requests as needed.				
Provides services for patrons and/or consumers of educational, instructional, photographic media and/or reference materials collection(s). Handles inquiries and requests regarding patron services, access, fulfillment, and information concerning the collection(s).				
Develops communication plan for exhibits, events, and/or projects. Performs outreach through communication with academic departments and external media sources to publicize exhibitions, events, activities and/or projects. Provides research and executes tasks to support budget development, item acquisition, and sales opportunities, preparing various reports and communications as needed.				
Maintains database of inventory and ensures compliance with department and University policies, as well as applicable laws. Receives and catalogs new additions to collection(s) according to professional standards. Preserves, maintains, and repairs materials as needed. Maintains inventory, reconciliation, and organization of data and reports for collection(s).				
Demonstrates techniques, equipment or procedures to stakeholders as needed. Serves as liaison for internal and external stakeholders on matters concerning collection(s). Advises on uses of collection and makes presentations to explain purposes and uses of collection(s). Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are

not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.