



# USC University of Southern California

## Curator Job Description

### JOB INFORMATION

<i>Job Code:</i>	141019
<i>Job Title:</i>	Curator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Library Services
<i>Job Family Group:</i>	Libraries
<i>Management Level:</i>	7 Individual Contributor

### 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 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		2 years	
	X	3 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		Specialized knowledge pertinent to materials in collection(s) and archival equipment.
X		Experience utilizing digital reproduction technologies such as scanners and digital cameras for preservation, access and/or exhibition.
	X	Experience as a special collections curator/archivist.

## Other Job Factors

### JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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.				

### Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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		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

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.