



USC University of
Southern California

Director, USC Museums Job Description

JOB INFORMATION

<i>Job Code:</i>	168917
<i>Job Title:</i>	Director, USC Museums
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Museum Operations
<i>Job Family Group:</i>	Museums
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Provides leadership and strategic direction for USC Museums' programs, initiatives, fundraising, and branding. Directs the development and management of museum collections and exhibitions; oversees museums' staffing; and maintains overall responsibility for the museums' budgets and finances. Works to build relationships with donors and the general public and serves as spokesperson and representative for USC Museums.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree	Fine Arts	Or
X		Master's degree	Other Fine and Application Arts	
	X	Doctor of Philosophy (PhD)		

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		10 years		
	X	12 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		Master of Fine Arts degree or highest degree in a relevant field.
X		Demonstrated achievement in museum leadership.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrable knowledge of art, artists, and curation.
X		Experience building and mentoring teams, advancing diversity, and fundraising, particularly within an academic setting.
X		Expertise in best practices and current museum standards.
X		Strong understanding of collections care and the importance of repatriation and restitution.
	X	Adept at harnessing existing and new technology and methods to support operations, exhibitions, programs, and designers.
	X	Demonstrated leadership, interpersonal, organizational, critical thinking, and analytical skills.
	X	Proven ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements, and to motivate others to action by articulating visions and strategies.
	X	Experience with budget planning and management.
	X	Ability to build, develop and manage diverse, high-performing teams, fostering an environment of trust, collaboration, transparency, and accountability.
	X	Demonstrated experience with office management software/tools (e.g., Google suite, Slack, Skype) and social media management.
	X	Excellent written and oral communication skills, and an exemplary attention to detail.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides leadership and strategic direction for USC Museums' programs, initiatives, exhibitions, collections, and branding, ensuring the museums' ability to serve as a dynamic teaching tool for the university community and the public. Establishes and pursues long-term vision and goals. Responsible for all aspects of care, management, and day-to-day operations of the museums.				
Oversees the development and management of museum collections and inventories, exhibitions, and social activities. Develops and implements sound policies and procedures for the care and use of the permanent collection according to high professional standards. Evaluates the implementation and effectiveness of programs and determines successes. Establishes outreach policies to make the museums' programs available to a broad audience and to build and strengthen relationships within local communities.				
Oversees staffing of the museums and supervises managers of all museum departments and service lines. Assesses the organizational structure(s) and revises as needed, making hiring decisions, providing training and mentorship, and managing employee progress and performance. Reviews and approves hiring and salary actions to ensure compliance with policy.				
Maintains overall responsibility for the financial condition of the museums, ensuring programming operates within the allocated financial resources. Accountable for developing capital, expense, and revenue budgets, as well as preparing and presenting reports as required. Reviews and recommends appropriate action on applications or proposals for federal or nonfederal grants or contracts to finance research, publications, exhibitions, and other scholarly projects.				
Establishes and executes a strategic vision to support fundraising to diversify and expanding private support. Develops and leads museums' fundraising activities and maintains engagement with benefactors and potential benefactors. Engages and collaborates with various stakeholders to maximize museum resources and impact (e.g., boards, advancement representatives) and serves as spokesperson and representative for USC Museums.				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/

Campus Security Authority (CSA)

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/>

Essential:

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.