



USC University of
Southern California

Senior Museum Registrar Job Description

JOB INFORMATION

Job Code:	168913
Job Title:	Senior Museum Registrar
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Museum Operations
Job Family Group:	Museums
Management Level:	6 Supervisor

JOB SUMMARY

Oversees USC Museums' department of collections' programs, policies, and procedures as well as inventory management. Serves as co-director of the collections compliance program, responsible for ensuring regulatory compliance for new collections as well as compliance remediation for existing collections. Manages staff and budgets, provides guidance for potential acquisitions and deaccessions, and leverages existing partnerships with external stakeholders to help monetize and right-size collections.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 years	

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Five years of progressive and creative leadership experience in museum and/or collections management.
X		Demonstrated written and verbal communication skills.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience with standard museum cataloging, registration and collections management policies and procedures.
X		Knowledge of published vocabularies (e.g., AAT, ULAN, and TGN) and other museum information standards.
X		Understanding and ability to remain informed of changing industry norms and best practices in the museum space, both digital and physical.
	X	Seven years of progressive and creative leadership experience in museum and/or collections management.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides strategic and creative leadership to the collections department for USC Museums, overseeing programs, policies, procedures, protocols, and inventory management, maintenance, and preservation. Develops and implements innovative programs (e.g., campus art loan, education collection check-out) to make collections increasingly accessible to physical and digital audiences.				
Serves as co-director of the collections compliance program, responsible for developing and supervising a comprehensive collections compliance strategy (e.g., storage, acquisition, deaccession) according to American Alliance of Museum (AAM) standards, in partnership with key stakeholders. Collaborates across the university to develop an annual schedule that remediates complex issues that arise unique to each collection across USC while maintaining overall collections compliance.				
Manages collections department contractors and staff (e.g., exhibition preparers, compliance registrars) and develops and delivers scalable training plans. Gathers and reports on information regarding potential acquisition and deaccession for the Collections Advisory committee.				
Manages collections budgets. Leverages existing partnerships with external stakeholders (e.g., museums, auction houses) to help monetize and right-size collections. Works with USC Museums' director to report quarterly to the Collections Compliance Steering Committee. Ensures timely completion of inventories and trouble-shoots fine arts insurance issues in close partnership with USC's Risk Assessment.				
Serves as the authority on the university's collections, ensuring a balance of schedule, scholarship, cultural relevance, diversity, and value for the university's constituents. 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>
	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/			

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.