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:

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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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