



JOB INFORMATION

<i>Job Code:</i>	141017
<i>Job Title:</i>	Curatorial Assistant
<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

Coordinates curatorial department services, activities, and scheduling. Supports object acquisition and exhibit production and liaises with donors and vendors as needed. Manages contacts and correspondence, assists in curatorial budget management, and supports curatorial initiatives related to education and programming.

JOB QUALIFICATIONS:

Education

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

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 collections curators and archivists.
X		Experience with collections databases.
X		Demonstrable 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).
X		Excellent organizational skills with strong attention to detail and accuracy.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated proficiency with Microsoft Office suite and Adobe suite of applications to include Word, Excel, Access, Outlook, PowerPoint, Photoshop, and InDesign.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates curatorial department services, activities, and scheduling. Helps to track and manage objects, and assists in the development, copyediting, design, and production of exhibition and installation didactic materials.				
Manages contacts and correspondence on behalf of the curatorial department. Responds to inquiries and requests for information regarding curatorial department functions (e.g., collections, exhibitions, appraisals, etc.) Liaises with donors and communicates with vendors as needed.				
Assists in curatorial budget management and administration. Processes invoices and facilitates requisitions as needed.				
Assists with coordination of logistical needs for short- and long-term artist and curator visits (e.g., arranging honoraria, travel, lodging, meals, and any event-related logistics).				
Supports curatorial initiatives related to education and programming. Conducts research and obtains permissions and clearances as needed. Ensures accuracy of information in print and online publications. 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
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/
Campus Security Authority (CSA)			Essential:
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.