



## JOB INFORMATION

<i>Job Code:</i>	141026
<i>Job Title:</i>	Collections Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Library Services
<i>Job Family Group:</i>	Libraries
<i>Management Level:</i>	5 Manager

## JOB SUMMARY

Manages existing collections, testimonies, and related digital and physical media within a museum, gallery, archive, or related institution. Identifies, curates, and manages new collections. Manages team of curators, archive, and research specialists. Collaborates with the programs team to identify collections priorities. Develops and implements policies and procedures relating to the collection and its use.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		In
X			History	Or
X			Library Science	Or
X			Information Science	Or
X			in related field(s)	
	X	Master's degree	in related field(s)	

### 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		5 years	of experience in collections management, archival studies, or a related field.	
	X	7 years	of experience in collections management, archival studies, or a related field.	

### 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

Req	Pref	Functional Skills
X		Demonstrated ability to work independently with minimal supervision, deftly handle time-sensitive matters, meet strict deadlines, and accomplish sometimes confidential tasks.
X		Exceptional research and organizational skills.
X		Excellent written and oral communication skills, and an exemplary attention to detail.
X		Knowledge of digital preservation, content management systems, and basic video editing tools.
X		Multilingual communication skills; proficiency in multiple languages.
X		Demonstrated experience with office management software/tools (e.g. Google suite, Slack, Skype).

## Other Job Factors

- Position may require both onsite and remote work.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages existing collections, testimonies, and related digital and physical media within a museum, gallery, archive, or related institution. Analyzes existing archives and collections. Identifies new content, media, and/or collections that can potentially fill gaps in collections and archival content. Brokers deals and works with fundraising department to bring collections to institution.				
Works closely with production team to develop and create content, performing quality assurance tasks and assisting with production duties, as necessary.				
Manages team of curators, archivists, and research specialists. Evaluates staff performance and provides feedback, as appropriate.				
Collaborates with the programs team to identify collections priorities. Works closely with institution's education, archives, and digital teams to enhance the accessibility and educational impact of collections. Works directly with cross-functional teams within institution to ensure collections are preserved and shared in a respectful and educational manner. Works with scholars, researchers, and others to help identify content of interest.				
Oversees digitization, storage, and maintenance of physical media. Oversees documentation and electronic registration records of digital and physical media. Performs regular inventories of collections. Develops and implements policies and procedures relating to the collection and its use.				
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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## 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.