



USC University of
Southern California

Director of Archives Job Description

JOB INFORMATION

<i>Job Code:</i>	141029
<i>Job Title:</i>	Director of Archives
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Library Services
<i>Job Family Group:</i>	Libraries
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Ensures the preservation, integrity, and accessibility of all digital and physical collections within a museum, gallery, archive, or related institution. Leads archival team in managing and enhancing collections and related materials. Develops and manages departmental budgets, grants, and funding proposals. Collaborates with IT and digital strategy teams, fosters partnerships with institutions and organizations, and provides expert guidance to various stakeholders.

JOB QUALIFICATIONS:

Education

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

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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		10 years	of experience with a strong focus on digital archives or records management.	
X		5 years	of progressive leadership experience in an archival setting, preferably within an academic or research institution.	
	X	12 years	of experience with a strong focus on digital archives or records management.	

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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated expertise in digital preservation, archival theory and practice, and records management.
X		Strong technical proficiency in archival management systems, digital preservation tools, and emerging technologies in archival science.
X		Demonstrated leadership, interpersonal, organizational, critical thinking and analytical skills, with the ability to engage effectively with a wide range of stakeholders including researchers, educators, donors, and the general public.
X		Ability to build, develop and manage diverse, high-performing teams, fostering an environment of trust, collaboration, transparency, and accountability.
X		Excellent leadership and team management skills, with a proven track record of leading projects and initiatives to successful completion.
X		Deep commitment to the mission of the institution and an understanding of the importance of preserving historical narratives for educational, research, and memorial purposes.
X		Demonstrated experience with office management software/tools (e.g. Google suite, Slack, Skype).
	X	Excellent project management skills and demonstrated financial management aptitude.
	X	Demonstrated experience interacting with a broad spectrum of leaders and community members, exercising diplomacy, good judgment, and discretion.
	X	Multilingual communication skills; fluent in other languages beyond English.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees the operation and strategic development of archives, ensuring the preservation, integrity, and accessibility of all digital and physical collections. Leads archival team in the cataloging, preservation, and digitization of collections, ensuring materials are accessible for educational, research, and public programs.				
Leads and mentors the archival team, promoting professional development and fostering a collaborative work environment. Coordinates workflows, determines priorities, and ensures resources are distributed effectively.				
Collaborates with IT and digital strategy teams to enhance digital platforms, improve user access, and boost engagement with collections. Fosters partnerships with academic institutions, research organizations, and other archives to promote the use of the organization's collections and to expand the archives. Provides expert guidance and support to researchers, educators, and the public.				
Develops and manages departmental budgets, grants, and funding proposals to support archival projects and initiatives. Oversees development and maintenance of asset/collections/data management systems.				
Implements and maintains best practices in archival science, digital preservation, and records management in alignment with technological advancements and organizational needs. Assists in developing and establishing internal policies, practices, and procedures.				
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		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

Other Requirements			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		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.