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# Example of Curator Job Description

Our growing company is searching for experienced candidates for the position of curator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for curator

* Implement and input to comms team’s strategic decisions, such as blog posting schedule, curation and policy development
* Provide final copyediting and proofreading of website content
* Support comms officer(s) responsible for social media outreach
* Support the transition to a new site design as needed
* Assist the Director in long-term planning for the continued growth of the Collection and in maintaining a high quality acquisitions strategy in line with the Hoover Institution's mission and the Library & Archives' strategic plan
* Assess needs and strengths of the Collection and write collection policy statements for the Collection
* Identify and contact potential donors of archival materials, focusing on unique original materials illuminating the careers of individuals or the workings of organizations
* Establish and maintain relations with donors and other sources of materials
* Evaluate historical importance and research potential of possible archival acquisitions
* Negotiate acquisitions with donors and finalize deeds of gift or bills of sale

## Qualifications for curator

* Some knowledge of graphic design software (e.g., Adobe Photoshop)
* Proficient in Microsoft Office Suite, WordPress, and various web/e-communications programs (e.g., Druple, mass email systems)
* Previous programming or curatorial experience in the horror or genre vertical
* Deep understanding of the genre and have existing relationships in the space
* Quick learner with ability to multitask and thrive in an unstructured environment
* Knowledge of international brands, designers, and trends