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# Example of Curator Job Description

Our innovative and growing company is hiring for a curator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for curator

* Work with Hoover's digital staff when evaluating digital acquisitions or planning digital projects
* Consult Hoover colleagues when considering acquisitions of audio and visual materials and of damaged materials to minimize harmful effects of mold, insect infestation, and other hazards
* Become rapidly familiar with the holdings of the Library & Archives in general and with the Japanese Diaspora Collection in particular
* Work with processing staff to identify and prioritize collections for description and re-housing
* Propose, design, and manage special acquisition projects for the Collection
* Prepare reports on special acquisition projects
* Identify opportunities for cooperation with other archives, libraries, universities, and research centers throughout the world
* Assist the director with other special tasks, as requested
* Conceive, research, develop and collaborate with colleagues to organize and mount changing exhibitions of varying scope
* Monitor and manage the stewardship needs of donors in adherence to the university’s stewardship standards

## Qualifications for curator

* Editorial insight and excellent global news knowledge
* An understanding of the role of global news agencies
* An understanding of video news workflows
* An ability to work effectively with people at all levels and in different functional teams
* An understanding of the role of metadata as related to video news products
* An understanding of sales’ needs, customer expectations and the sales cycle