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# Example of Curator Job Description

Our company is growing rapidly and is looking for a curator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for curator

* Write papers drawing from information submitted to the database
* Work with users to determine ways of using the information in the database, which may include the development of new user interfaces
* Identify new functionality and user interfaces that would enhance the use of the database
* Compile and create educated summaries of the literature, discovering new facts by analyzing the collected data
* Write and edit copy for inbound marketing purposes
* Arranges and describes the Seigenthaler Papers (initially) and establishes processes to follow for future collections
* Collaborates with IT on institutional repository issues that impact archives
* Conduct content analysis and place and position video content
* Maneuver content positioning to optimize customer engagement and purchases
* Facilitate cross-functional editorial decision making (across product, marketing, content acquisition, content operations and other areas)

## Qualifications for curator

* Interest in collecting born-digital materials and willingness to work with other staff in exploring best practices in this area
* Ability to work collegially and to organize and manage team-based projects
* Administrative and managerial experience
* Proven record of sound judgment, initiative, and leadership
* Demonstrated experience in addressing acquisition issues and ethics, particularly with ownership problems (provenance and cultural property) and appraisal
* Frequently twist/bend/stoop/squat, grasps lightly/fine manipulation, grasp forcefully, and sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 10 pounds