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)
• Quick learner with ability to multitask and thrive in an unstructured environment
• Knowledge of international brands, designers, and trends