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 understanding of the role of metadata as related to video news products
• An understanding of sales’ needs, customer expectations and the sales cycle