

UNIVERSITY OF SOUTHERN CALIFORNIA

Director, USC Museums

Job Code: 168917

OT Eligible: No

Comp Approval: 11/12/2021

JOB SUMMARY:

Provides leadership and strategic direction for USC Museums' programs, initiatives, fundraising, and branding. Directs the development and management of museum collections and exhibitions; oversees museums' staffing; and maintains overall responsibility for the museums' budgets and finances. Works to build relationships with donors and the general public and serves as spokesperson and representative for USC Museums.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- | | | |
|-------|-------|--|
| _____ | _____ | Provides leadership and strategic direction for USC Museums' programs, initiatives, exhibitions, collections, and branding, ensuring the museums' ability to serve as a dynamic teaching tool for the university community and the public. Establishes and pursues long-term vision and goals. Responsible for all aspects of care, management, and day-to-day operations of the museums. |
| _____ | _____ | Oversees the development and management of museum collections and inventories, exhibitions, and social activities. Develops and implements sound policies and procedures for the care and use of the permanent collection according to high professional standards. Evaluates the implementation and effectiveness of programs and determines successes. Establishes outreach policies to make the museums' programs available to a broad audience and to build and strengthen relationships within local communities. |
| _____ | _____ | Oversees staffing of the museums and supervises managers of all museum departments and service lines. Assesses the organizational structure(s) and revises as needed, making hiring decisions, providing training and mentorship, and managing employee progress and performance. Reviews and approves hiring and salary actions to ensure compliance with policy. |
| _____ | _____ | Maintains overall responsibility for the financial condition of the museums, ensuring programming operates within the allocated financial resources. Accountable for developing capital, expense, and revenue budgets, as well as preparing and presenting reports as required. Reviews and recommends appropriate action on applications or proposals for federal or nonfederal grants or contracts to finance research, publications, exhibitions, and other scholarly projects. |
| _____ | _____ | Establishes and executes a strategic vision to support fundraising to diversify and expanding private support. Develops and leads museums' fundraising activities and maintains engagement with benefactors and potential benefactors. Engages and collaborates with various stakeholders to maximize museum resources and impact (e.g., boards, advancement representatives) and serves as spokesperson and representative for USC Museums. |
| _____ | _____ | Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics. |

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Master's degree

Minimum Experience:

10 years

Minimum Field of Expertise:

Master of Fine Arts degree or highest degree in a relevant field. Demonstrated achievement in museum leadership. Demonstrable knowledge of art, artists, and curation. Experience building and mentoring teams, advancing diversity, and fundraising, particularly within an academic setting. Expertise in best practices and current museum standards. Strong understanding of collections care and the importance of repatriation and restitution.

Preferred Education:

Doctorate

Preferred Experience:

12 years

Preferred Field of Expertise:

Adept at harnessing existing and new technology and methods to support operations, exhibitions, programs, and designers. Demonstrated leadership, interpersonal, organizational, critical thinking, and analytical skills. Proven ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements, and to motivate others to action by articulating visions and strategies. Experience with budget planning and management. Ability to build, develop and manage diverse, high-performing teams, fostering an environment of trust, collaboration, transparency, and accountability. Demonstrated experience with office management software/tools (e.g., Google suite, Slack, Skype) and social media management. Excellent written and oral communication skills, and an exemplary attention to detail.

Supervises: Level:

Manages through multiple layers of subordinate supervisors.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer