Curator

Job Code 00001603

General Description
Responsible for overseeing the daily operations and development of the Special Collections Department and representing the Southwestern Writers Collection to the University and many outside constituencies.

Examples of Duties
Plan and perform Collection development for the Southwestern Writers Collection.
Represent Special Collection to the University, visitors, donors and the general public.
Make presentations to students, faculty, other University personnel and a wide variety of colleagues and the general public.
Provide reference service to users.
Plan, design and mount exhibits in the library.
Plan and perform tasks related to security, conservation, processing of collection materials.
Plan forthcoming titles in the Southwestern Writers Collection series for the UT press.
Plan and perform fundraising activities.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
- Texas and Southwestern literature, history, photography, and art;
- Basic librarianship for a University Library;
- Publishing and bookstore business;
- Texas State University campus;
- Southwestern Resources at other institutions.

Skill in: representing the library and the University to a wide variety of individuals and groups.

Ability to:
- Read and interpret correspondence, books, manuscripts;
- Write a wide variety of materials, including letters, grants, articles, memos;
- Perform basic math;
- Communicate knowledge of the collection to a variety of people and groups;
- Communicate through writing.

Public speaking ability. Tours, talks to classes, scholarly presentations, important University events.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Masters Degree in Library Science from an ALA accredited school.