



Position Announcement
Passaic County Department of Cultural & Historic Affairs

JOB TITLE: Museum Registrar, Cultural & Historic Affairs

CIVIL SERVICE TITLE: Key Boarding Clerk 1

This is a non-union position

SALARY / HOURS: \$40,000 Salary / Full-Time Permanent

SCHEDULE: Tuesday – Saturday / 9:00am – 5:00pm

JOB DESCRIPTION: Under the supervision of the Museum Curator and Director of the Department of Cultural & Historic Affairs, the primary function of this role is to assist with the logistics of collections management from moving artifacts and artwork, documentation, and preparing incoming and outgoing loan agreements.

The Passaic County Department of Cultural & Historic Affairs (DCHA) is responsible for the operation of several historic sites and facilities throughout the County. In operating these sites, the DCHA develops and implements cultural programs, exhibitions and displays, grant programs, historic research and comprehensive reports, heritage tourism campaigns, and restoration projects – all to encourage public awareness and visitation to the County's cultural assets. The Department also assists other County Departments and municipalities by reviewing matters concerning historic sites and structures, administer arts and historic preservation regrant programs; and support for the arts through county-wide art events and installations.

Under the Department, the following sites and centers are operated:

*Dey Mansion Washington's Headquarters
Passaic County Arts Center at the John W. Rea House
Passaic County Archaeological Center at the Harry S. Vreeland House
Passaic County Military Heritage Museum at the Schuyler-Colfax House
Lambert Castle
Lambert Tower
Vanderhoef House
The Wayne Museum
The Clifton Museum
County Court House & U.S. Customs Building*

DUTIES/RESPONSIBILITIES:

- Performs varied, secretarial clerical work;
- Management of the Department's PastPerfect Museum database through for creating, organizing and maintaining all records relating to the permanent collections and records relating to incoming and outgoing artifact loans;
- Create records for artifacts/pieces in the County's collections, photographs the items, and sometimes prepare inspection/damage reports;
- Assist in moving items from and to different historic sites or storage for the purpose of exhibitions, displays, or rehousing;
- Prepares administrative correspondence, memoranda, and statements on behalf of the Director/Senior Staff as authorized;
- Prepares meeting agendas, attends meetings and records minutes for the Department's Collections Committee;
- Provides general, routine information in person or over the telephone;
- May assist in requisitioning, storing, and distributing of collection/artifact/museum supplies and artifact restoration work;
- Greets and directs visitors at the main office;
- Assist in promotion of collection work and restoration efforts via social media and the web;
- May assist in planning special events and exhibits; and
- Conducts special projects as requested.

QUALIFICATIONS / ELIGIBILITY:

- Three to five (3-5) years of experience in the capacity of a secretary to an executive or administrative official in a public or private organization;
- Successful completion of a two-year program in secretarial science at an accredited college or university may be substituted for two (2) years of the above experience;
- Given the nature of the Department, those enrolled or graduated from an accredited college or university with a Bachelor's degree in history, anthropology, art history, museum studies, or related field may be considered a substitute.
- Previous experience in museums, cultural programs, art spaces, etc. are preferred but not required;
- Previous knowledge of the theories and practices of proper preservation techniques used on historical artifact; knowledge of the methodologies of historical research, archival management and the legal ramifications of historical artifacts within a museum.; and general knowledge of the proper methods and techniques of researching, preparing and disseminating historical information is preferred; but not required.
- Proficient computer skills including but not limited to: Office, Photoshop, Adobe Illustrator;
- Passaic County residency is preferred
- New Jersey residency is required.

PHYSICAL REQUIREMENTS:

- Must be physically able to operate a variety of automated office machines, which include a computer, calculator, typewriter, etc.;
- Must be able to walk or stand for extended periods of time;
- Must be able to operate a variety of visual and audio aids;
- Must be able to lift, carry, push, and pull or otherwise move objects, up to 30 lbs. Physical demands are for light work.

County of Passaic, EOE

Please send cover letter and resume as a PDF attachment to:

kellyr@PassaicCountyNJ.org

Kelly C. Ruffel, Director
Department of Cultural & Historic Affairs
199 Totowa Road, Wayne, NJ 07470