



Position Announcement **Passaic County Department of Cultural & Historic Affairs**

JOB TITLE:	Program Specialist
SALARY / HOURS:	\$45,000 - \$65,000* / Full-time
SCHEDULE:	Wednesday – Sunday / 9:00am – 5:00pm
JOB DESCRIPTION:	Under the direction of the Director, the primary function of this position is to plan, execute, and evaluate public programming across county-owned cultural and historic sites, and other program-related duties as required and/or assigned.

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:

- Designs, develops, and implements cultural programming at our county owned historic sites and parks;
- In addition to leading, facilitating, and engaging in direct programs with museum guests and visitors, the Program Specialist holds primary administrative and logistical responsibility for programs and events;
- Assists the Director of Tourism with newsletter, social media, and marketing

campaigns to ensure the promotion of the County's historic assets and programs;

- Seeks funding sources through donations and grants for programming;
- Manages receipt of invoices and expenses for all related program expenses such as teaching artists, lecturers and others who provide services; and
- Coordinates all other internal and external administrative requirements related to the implementation of programs.

QUALIFICATIONS / ELIGIBILITY:

- Graduation from an accredited college or university with a Bachelor's degree;
- Minimum of two to five (2-5) years' experience in planning, monitoring, coordinating programs;
- Proficient computer skills including but not limited to: Office, Photoshop, Adobe Illustrator, etc.;
- Previous experience in museums, cultural institutions, art galleries, etc. is required;
- Working weekends are required for this position. Depending on the event taking place, some nights may be required. Candidates will not be considered otherwise;
- 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, 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
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