



Position Announcement
Passaic County Department of Cultural & Historic Affairs

JOB TITLE: Museum Manager

CIVIL SERVICE TITLE: Museum Attendant

This is a non-union position

SALARY / HOURS: \$45,000 - \$60,000* / Full-time Permanent

SCHEDULE: Wednesday – Sunday / 9:00am – 5:00pm

JOB DESCRIPTION: Under the direction of the Director of the Department of Cultural & Historic Affairs, the primary function of this position is to assist in the planning and execution of daily museum functions; including but not limited to exhibit installations, preservation of existing collections, guiding visitors, and performing clerical and other museum-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:

Museum Operations

- Assist in the management of daily operations of the historic site and oversees museum staff and interns stationed at the assigned historic site;
- Welcomes visitors and responds to questions about the history of the site and its programming;
- When necessary, provides tours of the museum, buildings, and grounds to school and bus groups and engages the public with American, material, and cultural histories;
- Helps prepare museum exhibits and collections for public display;
- Catalogue and conduct inventories of collections (including photographing and researching objects);
- Assist in the implementation of grant funded projects;
- Plans, organizes, and implements special events and exhibits at the historic site;
- Develops, plans, and organizes promotional material for activities and events in conjunction with local community organizations, the media, and the Department.
- Conducts off-site programming and presentations as needed;
- Regular duties may include reports on the conditions of property and museum space; writing and researching, editing promotional material and brochures, coordinating with other historic sites and partners, registering guests for events, and compiling data on attendance and visitor experience.

Collections Management

- When requested, catalogue and conduct inventories of museum collections (including photographing and researching objects);
- Researches, plans, organizes, prepares, and implements special events and exhibits based on current collections;
- Creates content for communications about the County's collections at assigned historic site; and
- Assists in preparing plans for the renovation, decoration, and placement of objects in museum spaces.

Administration

In addition to museum functions, there will be general day-to-day museum operations that the candidate would be tasked with. These include but are not limited to:

- Regular duties may include reports on the conditions of property and museum space;
- Writing and researching,
- Editing promotional material and brochures, and coordinating with other historic sites and partners;
- Collaborate with community organizations on the promotion of curatorial programs;
- Prepares reports and necessary correspondence; and
- All other duties assigned within the scope of the Department.

QUALIFICATIONS / ELIGIBILITY:

- Graduation from an accredited college or university with a Bachelor's degree in history, anthropology, art history, museum studies, or related field;
- Previous experience in museums, cultural programs, art spaces, etc. are preferred but not required;
- Proficient computer skills including but not limited to: Office, Photoshop, Adobe Illustrator;
- Working weekends is 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, 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

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