



State of New Jersey

DEPARTMENT OF STATE

P.O. BOX 530

TRENTON, NEW JERSEY 08625

PHILIP D. MURPHY
Governor

TAHESHA WAY
Secretary of State

SHEILA Y. OLIVER
Lt. Governor

NOTICE OF VACANCY

Title: Manager of Interpretive Programs (Hourly)
Temporary Employment Services
(Position limited to 944 hours in a fiscal year)
Division: State Museum, Trenton, N.J.

Issue Date: April 9, 2019
No. of Vacancies: 1 (one)
Salary: \$18.00 per hour
Posting # 006-2019

DEFINITION: Under the direction of the Curator of Education, the Manager of Interpretive Programs participates in the development of programs, coordinates logistics for programs and events and teaches a variety of programs for school groups and the general public. Manages daily logistics at the Museum including volunteer and intern schedules and maintaining gallery interpretive supplies.

DUTIES AND RESPONSIBILITIES: Teaching workshops in history, science and art; participate in creating and designing educational gallery guides and managing the process for design, printing and distribution; recruits and schedules volunteers and creates a schedule of training for volunteers; manages bureau interns by providing meaningful projects and connecting interns to Museum staff; maintains volunteer training manuals; takes the lead on developing new programs and events as assigned; conduct surveys and focus groups as needed; provides excellent customer service when answering telephones and emails; attends teacher conventions to promote programs.

EDUCATION: Four-year College degree with a major in history, public history, art history, education, natural science, museum education or a related field. Equivalent of 1 year work or volunteer experience in education, public speaking or communicating with youth and/or adults.

PREFERRED SKILLS: The ideal candidate will bring flexibility and a desire to learn and to share information in meaningful ways. He or she must enjoy working in fast-paced, sometimes loud environments that require managing multiple tasks at once. Strong communication skills (verbal, written and interpersonal). Proficiency with Microsoft Office applications as well as web-based programs. Ability to work independently as well as in a team environment. Project management experience; interpersonal skills; organizational ability; ability to interact positively with the general public. Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Ability to work rotating shifts that regularly include weekends, holidays and/or weekdays.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

OPEN TO: Anyone who meets the requirements.

ELECTRONIC FILING: Applicants are encouraged to file electronically. Forward your letter of interest and resume electronically by April 30, 2019 to: EmploymentRecruiter@sos.nj.gov

The New Jersey Department of State is an Equal Opportunity Employer