

**NEW JERSEY DEPARTMENT OF STATE  
P.O. BOX 459 TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY  
Hourly Position (Repost)**

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**ISSUE DATE:** September 30, 2022

**CLOSING DATE:** Open Until Filled

**OPEN TO:** Interested individuals who meet the requirements

**POSTING #** STA-2022 -053

**DIVISION:** State Museum

**SALARY:** \$15.00 per hour

**TITLE:** Hourly House Manager (TES 944 hours per fiscal year)

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**POSITION DESCRIPTION:** Under the supervision of the State Museum Rentals and Facilities Office will serve as event coordinator, providing excellent customer service and serve as “House Manager” to facilitate and oversee events held at the War Memorial and the New Jersey State Museum. The employee will coordinate usher staff, cleaning staff and security staff. Coordinates emergency procedures with Production Manager and clients. As needed assists with programs and tickets. Does other related work as required.

**PREFERENCE:** Preference will be given to candidates that possess previous experience working in the theatre industry.

**This position requires someone who is flexible and able to work evenings and weekends.**

**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.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**APPLICANT INFORMATION:** Applicants should submit a cover letter with announcement number (2022 - 053), resume, employment application (employment application can be found here) <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> to [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov)

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