



NEW JERSEY DEPARTMENT OF STATE



NOTICE OF JOB VACANCY

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| POSTING # STA-2026-008 | OPEN TO: State Employees |
| ISSUE DATE: June 16, 2026 | CLOSING DATE: July 12, 2026 |
| TITLE: Supervisor, State Museum Exhibits Range R25/ Title Code 74523 | SALARY: \$77,143.55 - \$113,263.75 |
| DIVISION: New Jersey State Museum | Location: Trenton, NJ |

DEFINITION: Under the direction of the Executive Director of the New Jersey State Museum, Dept. of State, supervises the preparation and presentation of Museum exhibits and shows; does other related duties as required.

- Designs Museum exhibitions & program displays, and manages and supervises the fabrication and installation of these projects in collaboration with curators, educators, project teams and Exhibits staff.
- Conceptualizes, develops and designs graphics and exhibition layouts.
- Collaborates with exhibition curator and project teams on exhibition installation design, schedule, and execution.
- Develops and designs exhibition plan views and elevations.
- Designs didactic panels and labels, as well as other signage as needed.
- Directs the design, fabrication, construction/fabrication, and installation of museum exhibitions.
- Manages daily work plan and supervises Exhibits staff.
- Designs alterations to Museum galleries to meet the needs of exhibitions, including but not limited to, temporary wall layouts and exhibition furniture design.
- Collaborates with staff and/or vendors on exhibition lighting, sound, interactive, and/or multi-media design and installation.
- Researches and sources specialized materials and equipment for use in exhibition fabrication/installation.
- Prepares and manages budgets, crafts RFP/Qs and drafts purchase requests for exhibition projects and the Exhibits Bureau.
- Provides input, as needed, for funding applications in support of exhibits and other projects.
- Supports overall Museum/War Memorial goals, as needed.
- Other related duties as required.
- Occasional weekend work.

For more information, see <https://info.csc.nj.gov/jobspec/74523.htm>

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Fine Art, Art History, Museum Studies or other field related to art.

EXPERIENCE: Four (4) years of experience in the planning and presentation of museum-related exhibitions, art shows or cultural event exhibits.

PREFERRED: Knowledge of, and experience with, design software such as Adobe Creative Cloud, Corel Graphics Suite, FlexiSign, among others.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

IMPORTANT NOTICE

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.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program, visit the NJ Civil Service Commission (CSC) website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

FILING INSTRUCTIONS

APPLICANT INFORMATION: Forward a cover letter, résumé, unofficial transcripts, digital images of minimum of three (3) executed exhibition designs, including exhibit graphics, and employment application electronically to: Employment.Recruiter@sos.nj.gov by 5:00 pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

RÉSUMÉ NOTE: Eligibility determinations will be based upon information presented in résumé only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer