



Position Openings

Passaic County Department of Cultural & Historic Affairs

The Passaic County Department of Cultural & Historic Affairs (DCHA) is responsible for the operation of several historic sites, parks, 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 historic and cultural assets. The Department also assists other County departments and municipalities by reviewing preservation matters, administering arts and historic preservation regrant programs; and supporting the arts through a variety of county-wide events and public art installations.

Under the Department, the following historic 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 House
- Goffle Brook Park
- Weasel Brook Park
- Garret Mountain Reservation

Since 2017, the DCHA has expanded its operations from creating a Division of Tourism, acquiring more historic sites, and implementing a robust calendar of programs. In addition, the DCHA will be opening four (4) new museums in the Summer of 2025. We are seeking candidates for a variety of positions to support the Department.

For full job announcement, please email kellyr@passaiccountynj.org or visit www.passaiccountynj.org/dcha

Assistant Director

In coordination with the Director of the Department of Cultural & Historic Affairs, the primary function of this role is to assist with all logistics of the Department from collections management, programming, staff, preservation projects, and planning initiatives. Furthermore, the role specifically will focus on project management, various local, state, and federal project reviews, grant administration, preservation planning, and technical preservation assistance for the County and its municipalities.

\$85,000 – \$115,000

Museum Manager – Dey Mansion Washington’s Headquarters

Under the direction of the Director, 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, working with existing collections, guiding visitors, and performing clerical and other museum-related duties as required and/or assigned.

\$45,000 – \$60,000

Museum Manager – Lambert Castle

Under the direction of the Director, 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, working with existing collections, guiding visitors, and performing clerical and other museum-related duties as required and/or assigned.

\$45,000 – \$60,000

Museum Manager – Passaic County Military Heritage Museum at the Schuyler-Colfax House

Under the direction of the Director, 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, working with existing collections, guiding visitors, and performing clerical and other museum-related duties as required and/or assigned.

\$45,000 – \$60,000

Museum Registrar

Under the supervision of the Director of Collections & Archives, the primary function of this role is to assist with the logistics of collections management from moving artifacts and artwork, documentation, and preparing incoming and outgoing loan agreements.

\$40,000

Museum Attendant – Lambert Tower

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 guiding visitors, monitoring the museum spaces, and performing clerical and other museum-related duties as required and/or assigned.

\$40,000

Museum Manager – Passaic County Archaeological Center

Under the direction of the Director, the primary function of this position is to assist in the planning and execution of daily functions of the Archaeological Center; including but not limited to curating exhibits, creating public archaeology programs, collections management tasks, guiding visitors, and performing clerical and other museum-related duties as required and/or assigned.

Based on experience*

Events & Programs Coordinator

Under the direction of the Director of Tourism, 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.

\$45,000 – \$65,000

Social Media Manager

Under the direction of the Director of Tourism, the primary function of this position is to cultivate a social media following and promote the See Passaic brand, create media content, update the Department's web presence and manage all the Department's media campaigns.

Based on experience*

To apply:

Please send cover letter and resume as a PDF attachment to:

kellyr@PassaicCountyNJ.org

Kelly C. Ruffel, Director
Department of Cultural & Historic Affairs
199 Totowa Road, Wayne, NJ 07470

County of Passaic, EOE