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## **PROGRAM DIRECTOR – MUSEUM - READINGTON TOWNSHIP.**

Is seeking a part-time Program Director; prefers a knowledge of Colonial American and Dutch Colonial History and Customs as well as First Person Historical Interpretation; work with the Museum Committee to further programs and goals; responsible for the administration of a small, community-based museum. Qualifications – Bachelor's preferred in history, education, or museum studies; experience in preservation and curation of artifacts; ability to work with children's groups and local schools; forward cover letter and resume indicating salary requirements and at least 3 professional references to: Richard Sheola, Township Administrator via email [admin\\_aj@readingtontwp-nj.org](mailto:admin_aj@readingtontwp-nj.org); note in the subject line: MUSEUM. Full scope of duties and expectations are available by contacting the above email. Salary: \$20.00 to \$25.00/hour, 20 hours/week

The successful candidate will have the following qualifications:

- Extensive knowledge of colonial American and Dutch history and customs
- Experience in first-person historical interpretation
- Willing to dress in period clothing and interpret a colonial role
- Desire and ability to work with children
- Experience in conserving and curating historical artifacts
- Flexibility (some weekend and some evening work required)
- Experience with grant writing and other forms of fundraising
- Computer literate
- Excellent verbal and written communication skills
- Must be physically able to lift and carry objects up to 30 lbs., climb narrow stairs, stoop, bend, and perform other physical duties as appropriate

### **Duties Include**

- Administrative work, including grant application submissions, submitting work orders, and purchase requests.
- Program and school tour participation (which requires the wearing of period-correct costuming)
- Writing and distributing press releases, fliers, and newsletters
- Updating the website and maintaining social media pages
- Archiving
- Housekeeping

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Dedicated to preserving the future of Readington's past.

Eversole Hall House • Cold Brook School • Bouman Stickney Farmstead • Taylor's Mill