

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Historic Program Specialist

Full Time  - Salary Grade: Local 32 - Class VII

Division: Historic Sites

Effective Date: 3/31/2022

Prepared by: K. Bott

Approved by: H. Hesselgrave

**Position Charter:**

This position works under the supervision of the Manager of Historic Sites. In accordance with administrative guidelines, procedures and policies of the Park Commission and divisional directives, the Historic Program Specialist implements the schedule of the daily educational, interpretive, and living history programs at the Park Commission's historic sites.

**Essential Functions:**

- Conducts tours, demonstrations, programs, workshops and other educational, interpretive, and living history programs for both adults and children.
- Develops educational materials including displays, interpretive exhibits, audio visual productions, newsletters, brochures, and other educational resource media;
- Trains and supervises volunteers.
- Performs public information activities answering inquiries from the public on subjects relating to historical education, the Morris County Park System, programs and related subjects.
- Maintains records on inventory, attendance and publicity and coordinates with the Curator of Education on the requisition of supplies, materials, and equipment.
- Schedules and confirms program reservations, prepares and distributes news releases and assists with all other publicity.
- Adheres to established P.E.O.S.H.A. and Morris County Park Commission safety standards.
- Ensures that Park Commission policies and procedures regarding public access are followed.
- These functions may be performed in one park or several parks.

**Other Functions:**

- Performs office duties including filing, typing, editing, copying, collating, and related functions as required.
- Performs related work as required to further the historic sites' educational interpretive goals of the Morris County Park Commission.
- Responds as needed to educational program needs at the Morris County Park Commission sites with historic elements.

**Qualifications:**

- Graduate of a college of recognized standing with a major program of study in history, American studies, museum studies or a related field.
- Ability to work flexible schedule, including evenings, weekends and holidays as required to meet needs of and to provide continuity in the Division's functions.
- Ability to understand and follow written and verbal directions.
- Ability to communicate effectively with Park Commission staff and the general public.
- Possession of a valid New Jersey driver's license.
- Ability to learn or have a working knowledge of a water-powered gristmill.
- At least one year's experience presenting programs at historic sties or living history museums to groups of various ages.
- The ability to maintain an attendance record satisfactory to accomplish the essential functions of the position.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.