

Liberty Hall Academic Center  
Executive Director I

The Liberty Hall Academic Campus at Kean University includes the Liberty Hall Museum, home of New Jersey's first elected governor and signer of the Constitution, William Livingston. Built in 1772 on the eve of the American Revolution, Liberty Hall has been a silent witness to more than 200 years of American history. Over the last two centuries, the originally designed 14-room Georgian-style home has grown into a 50-room Victorian-style mansion. The site houses extensive collections of antique furniture, ceramics, textiles, toys and tools owned by seven generations of the Livingston and Kean families. Ancestors of the Livingston/Kean families have included Governors, U.S. Congressmen and Senators, entrepreneurs and pioneering women with vision and strength. The Campus will also include a new multipurpose academic building with a historic research library, classrooms, seminar rooms, gallery and exhibit hall and an office suite housing the academic offices of the Kean University Department of History.

Under the direction of the Chief of Staff for the Office of the President, the Executive Director is responsible for managing the operations, programming and fundraising activities of the new Liberty Hall Academic Center, which includes the daily operations of the Liberty Hall Museum, its staff and campus grounds. The Executive Director will develop and implement all programming activities, ensuring appropriate and unique learning experiences for visitors to the Museum. The Executive Director is also responsible for creating and executing comprehensive fundraising and marketing strategies to expand awareness and cultivate donors in support of Museum operations. The Executive Director works with the University's academic units to identify, develop and promote learning opportunities for the Kean student body, as well as invited guests and other audiences; and does related work as required.

Qualifications: Bachelor's degree and a minimum of five years of progressive experience in museum administration or a related environment as determined by the university is required. Experience in related management fields, historical organizations or not-for-profit entities is also acceptable. A Master's degree in a related field is preferred.

Application: Please send cover letter, resume and contact information for three professional references to: Mr. Matthew Caruso, Search Committee Chairperson, Kean University, 1000 Morris Avenue, Union, NJ, 07083 or email [kuexecutivejobs@kean.edu](mailto:kuexecutivejobs@kean.edu). *Electronic applications preferred.* Candidacy review begins immediately and continues until appointment is made. Official transcripts for all degrees and three current letters of recommendation are required prior to appointment.

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