

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
JOB OPPORTUNITY  
DIRECTOR OF ARTS AND HISTORIC PRESERVATION  
POSITION 00011409

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** One Constitution Plaza, Hartford  
**Job Posting No:** 011409  
**Hours:** 40 hours per week  
**Salary:** MP 65 \$81,829 – \$104,954  
**Closing Date:** May 30, 2013

**NOTE:** This position receives direction from the Deputy Commissioner of Economic and Community Development.

**General Experience:** Nine (9) years of professional experience in the study, research and preservation of historic sites, structures, artifacts, and administration of programs related to these fields or in the administration and/or management of cultural programs.

**Special Requirement:** Incumbents in this class may be required to travel.

**Minimum Qualifications Required**

**Knowledge, Skill and Ability:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of placemaking philosophy, planning, design, implementation and sustainability for vibrant communities; considerable knowledge of research source materials; considerable knowledge of American history with particular emphasis on history and architectural history of Connecticut; considerable knowledge of artistic and cultural needs of professional arts resources, communities and individuals; considerable knowledge of methods used to develop and promote public interest and participation in cultural programs; knowledge of principles of museum administration and curatorial practices; knowledge of restoration techniques and practices; considerable oral and written communication skills; interpersonal skills; supervisory ability.

**Examples of Duties:** Directs staff and operations of arts and historic preservation initiatives and programs of the agency; coordinates, plans, manages and analyzes cultural programs, activities and publicity; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; designs and implements programs for the field of historic preservation, restoration, education, tax credits and technical assistance; prepares budgets and reports; negotiates and administers contracts; supervises field investigations; oversees operation of four museums; serves as the State Historic Preservation Officer; assures all federal and state requirements for historical preservation and state agencies are met; oversees the operation of the American Revolution Bicentennial Commission of Connecticut; maintains contact with individuals both within and outside of agency who might impact program activities; represents agency at meetings of professional and community organizations and participates in meetings of Commission and its committees; acts on behalf of Deputy Commissioner in his or her absence; may represent agency on state and national organizations; performs related duties as required.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a Form CT-HR-12 (application for employment found on the DAS website) **(please do not email or fax your application package) no later than close of business May 30, 2013** to:

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
Human Resources Office  
505 Hudson Street  
Hartford, CT 06106

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.