



AMA STAFF POSITION DESCRIPTION

TITLE:	Education Specialist- Curriculum development & Museum Educator
CLASS:	<ul style="list-style-type: none"> • Exempt – Staff • Shared position 50% to Education Dept. and 50% to Museum Dept.
SUMMARY:	<ul style="list-style-type: none"> • Provides access to and promotes the National Model Aviation Museum’s collections through educational tour development, outreach programming, and assisting with exhibit development. • Responsible for design, development, and maintenance of model aviation training curriculum, activities, and programs. • Promotes AMA Education/Museum at trade shows, conventions, expos.
RESPONSIBILITY:	<ul style="list-style-type: none"> • Coordinates museum tours. • Plans and conducts on-site museum tours with hands-on activities. • Develops youth and adult programming utilizing hands-on activities and web-based technologies providing a variety of methods for the student to demonstrate performance and accomplishments. • Serves as a liaison between the AMA and local and state universities and school districts for program development. • Serves as a member of the museum exhibit development team. • Develop AMA instructional style and standardize all programming. • Evaluates the effectiveness of the Academy’s instructional programming and make appropriate improvements. • Provide for effective individual and club development that address the needs of the instructional goals of the Academy. • Develop educational programming that meets National and state standards, with emphasis on the math and science of model aviation. • Other duties as assigned.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"> • Work effectively with subject matter experts, graphic designers, courseware developers, and product marketing, to produce accurate, intriguing, and informative content. • Work with materials that may be dusty, moldy, or contain insects • Able to travel by vehicle or airplane, to events/functions. Must have valid driver’s license. • Can help lift and carry heavy items that may weigh 40-plus pounds. • Work weekend and evening hours as required and willingness to adjust work schedule as department demands dictate.
CREDENTIALS AND EXPERIENCE:	<ul style="list-style-type: none"> • BA or BS degree in Instructional Design, Math, Science, Education, Museum studies (specializing in education), a related field, or related experience. • Experience in designing and presenting hands-on activities to various age groups in an engaging and intriguing manner • Ability to organize, manage and/or supervise multiple ongoing projects and bring them to a conclusion. • Experience working with computer based training (LMS) a plus • Model Aviation experience preferred, but not required