



AMA STAFF POSITION DESCRIPTION

TITLE:	Museum Education Specialist
CLASS:	Non-Exempt – Staff
SUMMARY:	<ul style="list-style-type: none"> • Provides access to and promotes the National Model Aviation Museum’s collections through tour development, outreach programming, and other educational functions. • Full-time position
RESPONSIBILITIES:	<ul style="list-style-type: none"> • Develops, researches, and writes youth and adult programming, utilizing hands-on activities and Web-based technology. • Schedules and conducts tours and other education-related activities; provides confirmations and supporting tour materials. • Coordinates tours with staff/volunteers through our calendar system. • Schedules volunteers to conduct tours and other education-related activities. • Welcomes, checks in, and manages payments for tour groups. • Manages tour records, tour statistics, and visitor surveys. • Serves as a liaison between the museum and local/state universities and school districts for local program development. • Develops exhibits, including writing label copy, as part of the exhibit development team. • Responsible for the museum’s social media and education Web pages. • Recruits volunteers. • Trains volunteers to provide tours. • Schedules weekend hours for staff and volunteers. • Oversees volunteer newsletter and contributes to the museum’s <i>Cloud 9</i> newsletter. • Promotes the museum at local and regional fairs, expos, and conventions. • Responsible for scheduling internal use and outside rentals of McCullough Educational Facility. • Manages the museum’s education collection.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"> • Able to develop educational programming for schools with national and state standards, with emphasis on the math and science of model aviation • Able to work well independently and with a team. • Able to work with materials that may be dusty, moldy, or contain insects. • Able to travel, via car, van, or airplane, to trade shows and special events/functions. Must have a reliable vehicle and valid driver’s license. • Able to lift and carry heavy items that may weigh more than 40+ pounds. • Able to work weekend and evening hours as required, and willing to adjust work schedule as department demands dictate.
CREDENTIALS AND EXPERIENCE:	<ul style="list-style-type: none"> • Bachelor’s or Master’s degree in education, museum studies/science, or related field, with experience in museum education. • Experience developing and giving tours in a museum setting. • Knowledge of current standards and legal/ethical issues related to museums and education. • Able to organize, manage, and/or supervise multiple ongoing projects and bring them to a conclusion. • Demonstrated self-motivation in a previous workplace atmosphere.