**THE GLENN L. MARTIN MARYLAND AVIATION MUSEUM**

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| **Job Description** | **Director of Education** |

1. Supervisor: Executive Director

2. Work location: Museum, Gallery, Strawberry Point, and home office

3. Responsibilities & Duties:

* Develops and maintains a yearly budget
* Maintains Education supply inventory
* Keeps current MD State Department of Education curriculum standards to support needs of teachers
* Develops relationships with neighboring museums and organizations for partnership opportunities; Keeps current with museum trends and best practices
* Maintains an Education Programs Training Manuel
* Trains and supervises Education volunteers including the outreach programs
* Responds to inquiries about group tours
* Books group tours, sends confirmation/invoices, and records on the Museum calendar
* Implements evaluation tools to measure and interpret program outcomes
* Provides quarterly report to the Board of Directors of the Museum
* Assists Public Relations with promoting and developing new marketing techniques for the Education programs

4. Qualifications:

* Minimal computer skills – internet and email access
* Minimum BA degree in History/STEM or related areas
* Excellent written and verbal communication skills
* Positive interpersonal skills of communication, problem solving and motivational rapport
* Ability to cultivate and work within a collaborative team environment, effectively managing and mentoring staff

5. Commitment Expected:

* Attends quarterly Board of Director meeting
* Attends weekly Operation meeting from 1 pm to 2 pm

6. Training Provided:

* Museum guide training
* Activities specific to museum volunteers

7. Benefits:

* New skills
* New friends
* Unique knowledge of the museum operations
* Sense of satisfaction of making a major contribution to the museum

8. Other: