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

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| **Job Description** | **Membership Coordinator** |

1. Supervisor : Director, Administration

2. Work location: Museum offices, Home office

3. Responsibilities & Duties:

* Manage all aspects of the museum’s membership program – new and renewals
* Maintain accurate, up-to-date membership database
* Generates quarterly reports for the board of directors

Optional:

* *Develop and conduct membership campaigns*
* *Develop member-only events including behind-the-scene tours, bus trips, and preview events*

4. Qualifications:

* Organizational skills
* Basic computer skills
* Detail oriented and accurate
* Enjoys interacting with people

5. Commitment Expected:

* 6 – 8 hours per month typically on Wednesdays between 10:00 a.m. and 3:00 p.m.

6. Training Provided:

* Will train on membership database and activities specific to museum membership

7. Benefits:

* Opportunity to share skills, experience, and knowledge
* Up-close, behind-the-scenes view of the museum
* Sense of satisfaction of making a major contribution to the museum and the community
* New skills
* New friends
* Have fun

8. Other: