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

|  |  |
| --- | --- |
| **Volunteer Job Description** | **Executive Director**  |

1. Supervisor

Reports to the museum’s Board of Trustees

 Functions independently day to day

2. Work location

 Martin State Airport, Hangar 5

 Office is located in the archives area

3. Responsibilities & Duties

 /////

4. Qualifications

 Interest in aviation, history, science, leadership or related topics

 Good communication skills, verbal and writing

 Organized and reliable

 Enjoys working with others

5. Commitment Expected

 Office Hours: Wednesdays 10:00 a.m. – 3:00 p.m.

 Museum events: Attend about 2 - 3 per month

 Administrative work (phone calls, emails, correspondence, etc.): About 4 hours/week

 Attend quarterly board meetings

6. Training Provided

 Orientation with current museum leaders

 Support from a large group of experienced volunteers

7. Benefits:

 Opportunity to:

* + Use skills and talents to benefit a non-profit museum
	+ Make new friends and acquaintances
	+ Gain new knowledge of museum operations and Maryland aviation history
	+ Gain a sense of satisfaction for making a major contribution to the museum and the community

8. Other:

 ///////