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

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| **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

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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:

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