EDUCATION DIRECTOR

Dynamic and exciting small museum seeks the right person to take its aviation outreach and STEM-related education programs to new heights. Sound interesting? Read on!

Position summary: The Aviation Museum of N.H., a non-profit historic preservation and education institution based at Manchester-Boston Regional Airport in Londonderry, N.H., seeks a dynamic Education Director. The Education Director will lead a wide range of activities at the museum and in the community, including a popular summer camp, a “Yellowbird Society” youth aviation group, and a student school aircraft-building program active in three area high schools.

We seek an experienced individual to continue developing creative and compelling programs, both in-person and remote. The Education Director will play a crucial role in helping carry out the Aviation Museum’s mission, which calls for us to inspire today’s young people to become tomorrow’s aviation pioneers and aerospace innovators. We’re a small museum, so you’ll find yourself doing a little bit of everything—and in the process learning a lot.

Reporting to the Executive Director, the Education Director will work with students, visitors, our volunteer corps, industry recruiters, and public and private school educators and administrators. The ideal candidate will combine an appropriate background with a desire to make a real difference at our small but dynamic non-profit museum, and also in the lives of thousands of young people throughout the region.
Volunteer Dan Kelley, a retired U.S. Navy and commercial airline pilot, leads a tour of young visitors through the Aviation Museum of N.H.

DUTIES

The Education Director is expected to assume the following responsibilities:

- Develop, implement, and manage the Aviation Museum’s overall education programming.
- Plan, manage, and run the Aviation Museum’s ‘Flights of Discovery’ Summer Camp program.
- Curate the Aviation Museum’s educational content to include docent/volunteer training.
- Interact with industry representatives to understand needs of local employers.
- Create suite of educational lectures/programs to carry out museum’s mission.
- Adapt education programs for remote learning to extend museum’s service area and reach.
- Lead tours when required and seek ways to develop/enhance the museum’s visitor experience.
- Work to bring the museum’s educational programs to schools and other audiences.
- Monitor industry trends; work with professional educators to refine museum programs.
- Train volunteers to operate within consistent educational outreach framework.
- Increase quantity of client service in accordance with museum’s strategic plan.
- Act as liaison to student plane-building projects at three local high schools.
- Help out with general museum events and activities.
- Build the museum’s network; represent us as an active member of the educational community.

*Time management:* The job of Education Director requires active time management and awareness. The expectation is that all duties can be performed within a normal workweek. The Aviation Museum recognizes that achieving an effective work/life balance is important to long-term success in this position.
Volunteer mentors from the Aviation Museum work alongside Manchester (N.H.) high school students building an RV-12iS light sport aircraft.

QUALIFICATIONS

The ideal candidate for Education Director would possess the qualifications listed below.

Required:

− A bachelor's degree in an appropriate field, preferably a STEM discipline or museum-related.
− A master's degree in a field directly related to either aviation, aerospace, or museum/education.
− Proficiency in MS Office applications; ability to generate learning materials as needed.
− A minimum of three years experience in a professional education capacity.
− General experience in an aviation-related environment; some industry knowledge
− A demonstrated interest in aviation/aerospace history, business, and/or technology.
− Outgoing personality, adventurous spirit, sense of humor, desire to make a difference.
− Communications skills to include writing ability and familiarity with graphic design.

Supplemental:

− Ability to work in collaborative manner with wide range of personalities and skillsets.
− Familiarity with video hardware and software required to facilitate remote learning.
− Familiarity with AOPA and other aviation industry education programs and curriculae.
− An ability and willingness to absorb new skills and knowledge as required to fulfill aims.
− Mechanical proficiency/dexterity to handle props and other hands-on educational elements.
− A passion for communicating with young people in new and innovative ways.
− An awareness of aerospace industry hiring trends and knowledge of STEM learning programs.
Visitors inspect a vintage DC-3 airliner during the Aviation Museum's annual 'PlaneFest' event, held each August at Manchester-Boston Regional Airport.

Location and schedule: The Education Director will be based in the Aviation Museum at Manchester-Boston Regional Airport and will typically follow a five-days-per-week work schedule, Tuesday through Saturday. It is expected that eventually classroom and other off-premise activities will account for a significant portion of hours worked. Some evening work will be necessary due to the timing of events and activities.

Compensation details: Salary budgeted at $48,000 per year, exempt. Initially, a fixed term two-year contract, 52 weeks per year. The museum does not currently provide a benefits package. The museum offers six paid holidays and 10 days of paid vacation time during each year of employment.

Status of position: We are currently interviewing and the position will remain open until filled. To apply, please send or email resume and a cover letter that tells us why this position interests you. Please prepare a minimum of three professional references.

For documents sent via email, .pdf attachments are preferred.

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No phone calls, please.

For more information about the Aviation Museum of N.H., visit www.aviationmuseumofnh.org
The Aviation Museum of N.H., a 501(c)3 non-profit, is an Equal Opportunity Employer