

MAPS AIR MUSEUM
JOB POSTING
Scheduling and Education Program Coordinator

POSTING DATE May-1-2013

CLOSING DATE: May- 15 -2013

JOB TYPE: Permanent, full time, exempt.

MAPS Air Museum of North Canton, Ohio seeks a full-time Scheduling and Education Program Coordinator to provide leadership and direction within the organization. This is an exciting opportunity for a person with a passion for aviation history and a commitment to continuous improvement of an exceptional military aircraft museum. The successful candidate will be a hands-on leader who is able to articulate the mission and reinforces a positive image of the organization.

Function:

1. Help design and implements MAPS education program.
2. To give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.

Reports to: Executive Director

Accountabilities:

1. Design and implement an effective education program.
2. Assists the Executive Director in tour and event scheduling, marketing, promotion, delivery and quality of programs, products and services.
4. Community and Public Relations -- Assures the organization and its mission, programs, products and services are consistently presented with a strong, positive image to relevant stakeholders.
5. Fundraising -- assists fundraising planning and implementation.
6. Special Events -- assist in the planning and execution of all types of events.

Skills/Experience:

1. Proven computer skills.
2. Passion for aviation, history, airplanes and people associated with aviation.
3. Demonstrated ability to communicate effectively with a diverse group of individuals.
4. Experience with the recruitment and guiding volunteers.
5. Strong verbal and communications skills.

Compensation:

Salary (range) annually, dependent on experience.

Education:

The successful candidate should have a bachelor's degree in education, associated field of interest or equivalent experience.

Interested applicants should send an electronic version of cover letter, resume, and salary history to:
mapsHR@mapsairmuseum.org

No phone calls please.

MAPS is an equal opportunity employer.