**MAPS Air Museum Policy**

**Section: 1 - Personnel**

**Subsection 1.1 - Job Descriptions**

**Unit 1.1.2 - Staff Position Descriptions**

**Policy: 1.1.2.21 - Job Posting Memo**

**Memo: 1.1.2.21.4 - Education Director Posting**

**Submitted by:** Kim Kovesci

**Date submitted to Directors for approval:** 3/6/24

**Date approved by Board of Directors –** 3/6/24

**Job Posting Memo**

**Education Director**

Position Qualifications – Education Director

The following are the recommended minimum qualifications for the position of Education Director:

1. The ideal candidate would be an active member at the MAPS Air Museum for at least three years.
2. The ideal candidate would have a four year education or history degree or teaching certificate with a minimum of three years teaching experience. (military or civilian)
3. Education administration experience is desired but not required.
4. Supervisory skills are necessary to supervise training volunteer tour guides and staffing educational programs.
5. Working knowledge of curriculum and training program development, design and implementation.
6. In-depth knowledge of Windows-based computer applications (e.g., Word, Excel, PowerPoint, Publisher).
7. In-depth knowledge of Google mail, calendar and drive. This is necessary to record, manage and communicate scheduled tours, tour guide schedules, tour guide training, Speaker’s Bureau requests and other educational programs.

Specific requirements to be successful in meeting the needs of this position are specified in MAPS Policy 1.1.2.4 – Job Description - Education Director.

Benefits for this position ref: (1.1.2.20 Paid Employees and Vacation Policy)

 MAPS Air Museum does not provide medical or retirement benefits.

 This is a salaried position and does not pay overtime.

Timeline for filling this position.

3/6/2024 Job description approved by Board of Directors

3/6/2024 Job posting approved by Board of Directors

3/15/2024 Job posting activated within MAPS Air Museum Membership

4/15/2024 Resumes due

5/1/2024 Interviews conducted by selection committee

6/1/2024 Interviews completed by selection committee

6/5/2024 Recommendation submitted to Board of Directors

6/15/2024 Offer made to selected candidate

7/1/2024 New hire begins employment