**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: 1.1.2.21.5 - Museum 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**

**Museum Director**

Position Qualifications – Museum Director

The following are the recommended minimum qualifications for the position of Museum 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 degree in Museum Studies with a minimum of three years experience working in a museum.
3. Supervisory skills are necessary to supervise training of volunteer librarians, curators, and staffing museum programs.
4. Working knowledge of library and collection inventory systems along with membership maintenance and Past Perfect functionality.
5. In-depth knowledge of Windows-based computer applications (e.g., Word, Excel, PowerPoint).
6. In-depth knowledge of Google mail, calendar and drive. This is necessary to record, manage and communicate departmental program schedules, status and results.

Specific requirements to be successful in meeting the needs of this position are specified in MAPS Policy 1.1.2.5 – Job Description - Museum 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