

Wings Over the Rockies Air and Space Museum
Education Program Coordinator
Job Description
40 hours

Minimum Qualifications:

- Three years' experience in an education field developing and administering programs.
- Three years' experience in increasingly responsible administrative or customer service positions, preferably including scheduling and delivering programs.
- Minimum five years experience working with youth.
- Experience marketing programs.
- Experience working with volunteers.
- Excellent skills with Microsoft Office.
- Willingness for occasional overnight travel.
- College degree in education or related field.
- Willingness to have a routine background check for working with youth.

Desired Attributes

- Interest in aviation and how these topics can facilitate learning for museum visitors of all ages.
- Excellent customer service skills.
- Excellent communication skills, both verbal and written.
- Comfortable speaking in front of large groups, both adult and youth.
- Flexible, able to multi-task and collaborate within a team.
- Self-motivated, self-directed, proactive, and detail-oriented.
- Excellent problem-solving skills and ability to adapt to quickly changing circumstances and priorities.

Areas of Responsibility

- Support Wings Aviation Science Program (WASP).
- Manage WASP inventory, order supplies, and keep track of all supplies on an Excel spreadsheet.
- Assist Program Manager in executing Kid Space programs at Air Shows.
- Maintain Kid Space educational classroom related to new and ongoing exhibits in conjunction with grantors, the Director of Education and the Curator.
- Manage Summer Camp @ Wings; coordinate with lead teacher, facilitate content development, manage registration and other logistics.
- Maintain licensing requirements for Summer Camp at Wings Over the Rockies and maintain ongoing compliance with rules and regulations.
- Develop marketing materials and strategies for Summer Camp @ Wings and other Education programs (in conjunction with the Director of Education).
- Plan, manage, and oversee Education participation in events such as Hauntings in the Hangar, Kid Days, the B-17 Event, and other special events offered by the museum.
- Maintain self-guided SCVNGR tours application.
- Assisting in maintaining two computer labs and 10 traveling simulators – assuring that periodic maintenance programs and upgrades are performed, appropriate software is

installed and licensed, specific software programming to support educational programs is maintained.

- Schedule, coordinate, and facilitate the Birthday Parties program.
- Write bi-weekly updates about the Education Department for our newsletter and website.
- Working within a non-profit organization requires other duties as they arise. Flexibility and working within a team are crucial.

Compensation for this position begins at \$28,000 per year, with a benefits package.

To apply:

Please contact Megan Quitter, Director of Education

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www.wingsmuseum.org