Now Hiring!

Education Coordinator

Dynamic and exciting 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 New Hampshire preserves the Granite State’s aviation history, provides dynamic and engaging exhibits and activities, and engages youth and adults in learning opportunities related to science and technology. We’re expanding our programs and we’re seeking an Education Coordinator to manage, lead, and grow our educational activities.

Our current educational programs include:

- In-classroom outreach to students in elementary and middle schools, especially those qualifying under Title 1, through an engaging program covering forces and motion, how airplanes fly, careers, history, and more. Hands-on activities include building and flying paper airplanes and a variety of simple science experiments and demonstrations.
- School and group tours in the museum which include presentations of historical artifacts, discussions of colorful people in N.H. aviation history, exposure to flight simulators and virtual reality flights, experimentation with a wind tunnel, and other activities tailored to the nature of the visiting group.
- Special events hosted by the museum, including speakers, holiday-themed activities focused on families and youth, airplane exhibitions, hands-on instruction in aircraft construction techniques, and story hour/crafts for our youngest participants.
Reporting to the executive director of the museum, the education coordinator will manage, expand, and enrich these activities and develop additional programs to deepen the in-museum experience and our community engagement. Specific responsibilities include, but are not limited to, the following:

- Managing and further developing our educational outreach in schools, with emphasis on elementary and middle schools.
- Developing new curricula for outreach programs and activities.
- Working with school educators and leadership to align outreach programs and activities with local, state, and national science and history standards.
- Enriching the in-museum experience by developing new educational programs and activities that keep the Museum engaged with the public.
- Advising the executive director and board of directors on educational vision, trends and opportunities.
- Measuring, evaluating, and reporting on the impact of our educational activities.
- Developing materials promoting museum educational programs, including contributions to newsletters, press releases, social media postings, as part of the museum’s general promotional activities.
- Evaluating and responding to outside requests for educational programs.
- Engaging with our docents and volunteers to provide training and support; manage and lead their execution of our programs ensuring quality and adequate program coverage.

Also, the museum has partnered with the Manchester School of Technology (MST) and Tango Flight Inc. to provide a unique program in which MST students, under guidance of faculty and with the supervision and mentoring of museum volunteers, are building a FAA-licensed airplane during the 2019-2020 school year. This program uses a highly specialized curriculum developed by Tango Flight, and is under direction of a small team of museum volunteers who are licensed aircraft mechanics or experienced airplane builders. This program will provide the opportunity for the coordinator to engage with the Manchester School District and educators, students, parents, and volunteers. The program is a resource that the coordinator may leverage for the museum’s other educational activities.
The education coordinator will meet frequently with the executive director and will work closely with the museum’s operations director with respect to volunteer engagement and management and program scheduling and coordination. The coordinator will meet with the board of directors as needed.

**Qualifications:** Ideal candidates will possess a wide range of skills and experiences, including:

- Minimum of a B.A. degree related to education, or significant equivalent experience.
- Demonstrated interest in aviation and related fields.
- Classroom experience in the middle school or high school grades.
- Knowledge of basic scientific principles and the ability to explain and illustrate them.
- Experience developing science curriculum.
- Adaptability and an ability to improvise creative solutions.
- Good people skills and an ability to work with different personalities and cultures.
- An engaging personality and ability to be a dynamic ambassador for the museum.
- Experience training and coaching educators.
- Capability to motivate and effectively lead volunteer staff.
- Strong organizational skills to manage scheduling of all educational commitments.
- Familiarity with New Hampshire's educational landscape, public and private.
- Fluency in basic Office-level software for communication/presentation.

**Location and schedule:** The education coordinator will be based in the museum at the Manchester airport and would typically be in the office at least 4 days per week. It is expected that classroom and other off-premise activities would account for about half of the hours worked. Some of the time at the museum premises will necessarily be evenings and weekends to coincide with the timing of events and activities.

**Status of position:** Initially, a two-year, fixed term contract for 25 hours per week, 50 weeks per year. The museum does not provide a benefit package for its staff.

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.

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The Aviation Museum of N.H., a 501(c)3 non-profit, is an Equal Opportunity Employer