



## **Position Description Vice President of Education**

### **Overview:**

The Lone Star Flight Museum (LSFM) seeks an inspirational, creative, and motivated leader to direct a team that conceives, organizes, presents, and evaluates LSFM's full range of educational programming for adults, youth and families. The successful hire will be expected to dramatically increase the Museum's presence and influence in Houston, and to build bridges and develop new relationships with a wide variety of institutions and educational organizations in the region. The museum aspires to be a national standard bearer in providing formal and informal education programs that engage the youth and citizens of Houston, in impactful life-long learning.

### **The Lone Star Flight Museum:**

The VP of Education will join the museum at an exciting time in its history, after moving from Galveston, TX and reopening in a brand new facility at Ellington Field in September 2017. Ellington Field is home to NASA astronaut flight training and was recently designated as one of Texas' Spaceports. It also hosts the annual "Wings Over Houston" air show. The Lone Star Flight Museum, a non-profit 501(c)3 flight museum, celebrates the history of aviation in Texas with a world-class collection, and is the home of the Texas Aviation Hall of Fame. It is also home to the acclaimed Aviation Learning Center.

### **Responsibilities and Duties:**

This VP serves as a key member of the senior staff, helping advance the mission of the museum and its service to the community. The position is responsible for the development and execution of all education programming for the museum. Programming consists of both on-site and outreach efforts and requires engagement with local school districts, public and private schools, home schools, teachers and other youth supporting organizations. Working with the museum staff, volunteers, and the Board of Directors, the VP of Education's mission is to inspire our youth to reach higher, to enter into STEM careers and to appreciate the history of aviation in Texas.

### **Program Development**

- Develops and executes engaging STEM and/or history based learning programs for all audiences based on the museum design and exhibits; including planning, managing and coordinating programs, workshops, interpretive tours, and exhibit-related experiences
- Ensures youth education programs meet Texas Education Knowledge and Skill standards as appropriate and promotes school and teacher participation and support of museum programs
- Provides meaningful and actionable assessments of programs, modifying where required, and ensuring compliance with both annual goals and appropriate standards



### **External Relationships and Outreach**

- Develops effective and supporting relationships with public, private, home school and youth/supporting organizations to promote engagement of museum education programs
- Develops both local and national relationships with other museum and cultural program centers.
- Coordinates museum interaction and relationship with the Texas Education Agency, Region IV, and other relevant formal education organizations
- Represents the museum at civic functions and professional conferences and meetings

### **Internal Coordination**

- Works as part of senior management team to activate on short and long-term strategic issues
- Coordinates program development with Marketing so that educational programs and marketing efforts are mutually supportive
- Coordinates new and existing programs with Development to maximize support and underwriting opportunities in terms of donations, grants and other philanthropy
- Works with the Curatorial staff to optimize exhibit and STEM focus areas.
- Ensures all education events and activities are known and tracked on the master events calendar for coordination and support purposes
- Supports development and implementation of public programs and activities
- Assures that educational programs are adequately publicized and provides input for routine newsletters and other digital marketing efforts
- Serve as the Museum's key staff liaison to the Board of Directors Educational Committee that meets 3 – 4 times per year, advising on programming and long-range vision, and reporting on defined metrics
- Prepares progress reports for the CEO, the Board, external funders and others

### **Strategic Plan and Budget**

- Develops and executes an annual strategic plan
- Develops and manages annual budgets

### **Employee and Volunteer Oversight**

- Conducts annual evaluations of subordinate employees
- Determines volunteer requirements and ensures proper training and oversight
- Recruits and trains staff and volunteers as needed
  
- Performs other duties as directed by the CEO



### **Essential experience and background skills**

- Masters of Arts or Science degree in a relevant STEM field is desired, but a Bachelor's degree with at least 5 years of proven experience is acceptable;
- An additional Bachelors or Master's degree in Education, specifically secondary education, would be considered highly qualified
- 5+ years experience in program management for a formal, informal educational or cultural institution is required
- Existing network/relationships with Houston area educational/youth institutions is required
- Experience with both formal and informal STEM education, curriculum development and associated non-profit grant and funding experience is highly preferred
- A demonstrated knowledge of aviation or aerospace concepts is desired
- Effective department and budget management and organizational skills, outstanding interpersonal skills and ability to interface at all levels
- Excellent written and oral presentation and communication skills
- Skilled at various office software programs (Excel, Word, Powerpoint, and Outlook)

Museum staff is collectively responsible for contributing to a collaborative, cooperative, mission and revenue driven business operation. Everyone will be engaged, respectful, proactive and committed to helping the organization grow, prosper and deliver upon its mission to the community.

Attendance at meetings/functions outside of traditional working hours will be necessary at times.

**Status:** Full-Time/Exempt/Salary

**Reports to:** CEO

The Lone Star Flight Museum is an equal opportunity employer. To apply, please send a cover letter and resume to [resume@lonestarflight.org](mailto:resume@lonestarflight.org)