



POSITION DESCRIPTION EDUCATION COORDINATOR

Organization Overview

The Lone Star Flight Museum (LSFM), a non-profit 501(c) 3, opened its \$38 million facility at Ellington Airport in September 2017 after 27 years in Galveston, TX. With the belief aviation inspires achievement and endless possibilities, the museum serves to fulfill its mission to celebrate flight and achievements in Texas aviation history in an inspiring educational environment that meets the needs of students and visitors of all ages. Emphasizing the role of science, technology, engineering and mathematics (STEM), LSFM's vision is to be a dynamic and interactive educational flight museum reaching the people of Texas as a recognized experience of choice.

Position Overview:

The Education Coordinator reports to the Director of Education Programs with the primary responsibility of preparing for school visits, classes, and other events, and teaching STEM based formal and informal education classes. This includes communicating with teachers and group leaders to book students visits, preparing visit materials and supplies, and assisting with curriculum development. The Education Coordinator works with Education Department staff, adult volunteers, and youth volunteers to provide an educational and entertaining museum visit for both student and public visitors.

Primary Responsibilities and Duties:

- Communicate by phone and email to accurately enter school booking data into ticketing system and coordinate with staff to meet school needs.
- Prepare materials for classes including course materials and activity supplies.
- Assist in curriculum development for fieldtrips, classes, and camps.
- Teach classes and presentation for students visiting on fieldtrips, weekend classes and summer camps, for youth ages 8 to 14 years old that are focused on STEM in the context of aviation, basic flying skills, history of WWII aircraft, and hands-on crafts.
- Lead and assist students, 5th through 12th grades, in the Aviation Learning Center with computer-based STEM lessons, hands-on plane inspection, flight control lesson and flight simulators.
- Assist student and youth groups with entry into the museum, rotation through exhibit areas, and other needs.
- Manage both small and large groups of school-age children in a friendly, welcoming, confident manner.

Preferred Skill Set & Experience:

- STEM related degree.
- Experience in classroom instruction and curriculum development.
- Excellent in-person, phone and email communications skills.
- Word, Excel, Powerpoint, Outlook, data entry.
- Aviation knowledge or experience.

Status: Part Time/Non-Exempt/Hourly/Reports to the Director of Education Programming

The Lone Star Flight Museum is an equal opportunity employer.

To apply, please send a cover letter and resume to James.Talmage@lonestarflight.org.