

Wings Over The Rockies Air & Space Museum

Job Description



Job Title: Director of Education

Job Location: Wings Over The Rockies Air & Space Museum, 7711 East Academy Blvd., Denver, CO 80230, Education Department

FLSA Status: Exempt Full Time

Job Summary: This position exists to accomplish Wings' educational mandate and responsibilities by creating, developing and implementing education programming that includes formal learning (in Extension, Charter and Learning Center situations), outreach and continuing education while making learning enjoyable, accessible and interesting for a wide range of Wings' visitors. This education-focused role is responsible for the day-to-day coordination of Wings' educational programs and requires working closely with staff, volunteers, consultants, service providers, educators and advisors. The objective is to educate, inform, improve outreach, raise the profile of Wings locally and nationally, to sustain and increase partnerships and to improve museum visitor experience and numbers (both virtual and in person).

Qualifications:

- Bachelors or Masters Degree in a technical subject.
- Experience as a classroom teacher, with licensure or "highly qualified" status.
- Experience as a charter and/or public school building leader.
- School District Central Office experience.
- CO Department of Education licensure as a principal or administrator.

Tasks, Duties and Major Responsibilities:

- Day-to-day management of program, project and event details while working with consultants, staff, and service providers to meet all project objectives and timelines.
- Responsible for the creation and implementation of a formal education program for school groups, which will compliment school curriculum, support state/national education standards, engage students and fulfill teacher needs.
- Expand Wings' current STEM programming (Science, Technology, Engineering and Math) to become a recognized and highly utilized resource for students seeking after school, weekend and "camp" enhancement STEM skill sets.
- Assist teachers/school groups in planning, coordinating and managing field trips (both in person and virtual) to the Museum. This includes helping teachers to select presentations, making reservations, providing orientation materials and following up with before and after group visits.
- Creation of teacher packets and materials which tie into State and Federal curriculum standards and 21st century skills, in consultation with the Museum's Education committee,
- Make personal contacts and actively develop teacher relationships and promote the Museum and web resources to schools.



- Oversee the social networking and web forum content as they relate to education at Wings.
- Act as project manager for Wings Aerospace Academy at the Lowry site, the Centennial Airport site and other locations as defined by the project plan and the Wings Education committee, building a strong presence for Wings in the local and regional education community.
- Play a key role in establishing learning outcomes (measurement) for Museum programming and work to ensure they are achieved.
- Work closely with the Chief Operations Office and Chief Development Officer and other Museum staff and resources to develop grant concepts and to secure income and funding for education initiatives.
- Develop, manage, and adhere to department budget(s).
- Adhere to Wings' brand management policies and integrated market protocol.
- Undertake any duties or projects of a similar nature as required from time to time.

This job description is not all inclusive and may be added to verbally or in writing by the employee's supervisor.

Relationships: Jobholder reports to the Chief Operating Officer. Jobholder supervises the Education Program Manager, the Education Program Coordinator and other personnel as defined by Wings leadership.

Job Skill Requirements:

- Self-motivated, energetic, outcome-oriented individual who demonstrates strong interpersonal skills.
- Ability to take initiative and work creatively.
- Ability to devise, research, prepare and deliver exciting and engaging learning sessions.
- Excellent organizational and planning skills.
- Communicates clearly, verbally and in writing.
- Ability to work independently as well as part of a team.
- Ability to deal professionally and sensitively with a diverse audience and a wide range of contacts at different levels, ability to handle a number of projects and prioritize work.
- Strong computer skills and willingness to learn new programs.
- Commitment to social inclusion and making the Museum accessible to a wide-ranging audience.
- Commitment to the Mission of Wings Over The Rockies Air and Space Museum.

Working Conditions: Wings is an air and space museum and operates in a 70-year-old aircraft hangar which provides the excitement and heraldry of being around aerospace. Standard work days and hours will be Monday through Friday, 8:00 AM to 5:00 PM. On occasion, hours in addition to normal work hours may be requested. Out-of-town travel and weekend/holiday hours may be required.