



Museum Programs Manager

Position Overview:

The Museum Programs Manager is a dynamic, creative, organized, and energetic individual who designs and operationalizes immersive, innovative, and interactive guest experiences by showcasing robust aviation-related STEM and Texas heritage content in our exhibits. The position develops, executes, grows, improves, and evaluates educational and life-long learning programs including intergenerational programs, summer and day camps, interpretive programs, *Girls in Aviation*, sensory, and other special and age-appropriate daily and recurring programs for all audiences from toddlers to seniors. The program goals include delivering excellent service, increasing audience participation, building a strong network of community partners, enriching the guest experience, and growing revenue-generating opportunities. This position will supervise a part time team of instructors and unpaid volunteers to deliver engaging, fresh, integrated, and relevant aviation content. The Museum Programs Manager is part of the museum management team and will provide support for all programs and events.

Position Duties and Responsibilities:

- Develop innovative aviation heritage, STEM, and career programs for all ages, including revenue-generating programs and series
- Create content and lesson plans, deliver instruction, and plan operations for youth day camps and summer camps
- Collaborate with curator and subject matter experts to enrich the guest experience across the museum exhibits, galleries, and hangars by leveraging collections and expertise
- Lead *Girls in Aviation* programming, planning and execution of annual *Girls in Aviation Day*
- Supervise, train, and evaluate a part time team of instructors and unpaid volunteers
- Review and edit current educational content for relevance, accuracy, and creativity
- Manage and lead program planning and implementation including budget, staffing, content, logistics, communications, sales/registration, supplies procurement, and hardware and software systems in coordination with other departments and community partners
- Manage and continually assess the programs to meet department and organizational goals, including regular reporting and soliciting guest feedback
- Coordinate with Marketing and Development for promotional and funding support
- Develop and cultivate resources and contacts within the aviation community to provide unique opportunities for youth interested in higher education and careers in aviation
- Participate in STEM and aviation-related community events and programs as assigned
- Provide instruction and navigation for youth groups, classes, field trips, overnights, and all education programs; and assist with museum-wide activities and programs as needed
- Maintain a clean, orderly and safe operating space and overall museum and exhibits care
- Other duties as assigned



Essential experience and background skills

- Bachelor's degree in museum studies, history, aviation, education, or STEM field preferred; applicable career experience may be considered in lieu of degree
- Minimum 3 years of experience in public program management in a museum, public history program or similar educational outreach with a formal or informal educational or cultural institution such as a museum, zoo, aquarium, or parks & recreation center
- Demonstrated success in developing, planning, coordinating, implementing and evaluating a wide variety of innovative and creative informal, inclusive education programs for diverse audiences
- Experience with youth and public program best practices and museum industry standards
- Bilingual in English and Spanish a plus
- Ability to network and form professional relationships with community partners
- Knowledge of aviation industry is preferred
- Effective organization, time management and ability to work across functional areas
- Excellent guest service skills, including ability to de-escalate and resolve conflicts
- A current and valid driver's license
- A commitment to service and mission
- Exceptional written and verbal communication skills and outstanding interpersonal skills
- Strong initiative and ability to work independently, with a team, or under supervision, especially in an atmosphere with frequent disruptions while still meeting deadlines and balancing workload
- Working knowledge of computers, software, social media, and database programs
- Ability to stand, walk, and sit for extended periods of time
- Ability to lift 25 pounds
- Ability to work in a variety of environments with noise, lighting variances, etc.
- The physical demands described here are representative of those required to successfully perform the essential functions for this job. Reasonable accommodations may be made.

In addition to offering competitive wages, the Museum's benefits package includes:

- Medical insurance, Dental, and Vision Insurance
- 401(k)
- Life insurance and AD&D
- Long term disability insurance
- Paid Time Off
- Free parking
- Professional development opportunities

Status: Full-Time/Exempt/Salaried

Reports To: Sr. Director of Education & Community Outreach

Work Schedule: Tuesday – Saturday. Availability to work occasional holidays, weekends and evenings due to program and event schedules is necessary.

To apply: email your cover letter and resume to Education@LoneStarFlight.org The Lone Star Flight Museum is an equal opportunity employer and welcomes all qualified candidates to apply.