

---

<b>Title of Position *</b>	VP Collections & Exhibits
<b>Institution *</b>	Frontiers of Flight Museum
<b>Position Location: City &amp; State *</b>	Dallas, TX
<b>Position Closing Date</b>	

---

### About the Institution

THE MISSION of the Frontiers of Flight Museum is to educate, motivate and inspire all ages in North Texas by presenting aviation and space flight history and innovation through our comprehensive exhibits, collections, programming and STEM (Science, Technology, Engineering, Math) curriculum.

The Museum is housed in a 100,000–square–foot facility, conveniently located just north of downtown Dallas on Lemmon Avenue at the southeast side of Dallas Love Field Airport. It introduces visitors of all ages – from the avid aviation buff to a child on the first visit – to the rich diversity of aviation and space flight history. Our significant collection includes more than 30 aircraft and space vehicles with 35,000 supporting artifacts including flight gear, aircraft equipment and components, photographs, documents, and other flight–related memorabilia.

---

<b>Institution Website Address</b>	<a href="http://www.flightmuseum.com">http://www.flightmuseum.com</a>
------------------------------------	---

---

### Summary of Responsibilities

Develop long–range plans for and implementation of mission–aligned collections and exhibits.

Organize routine and special exhibits.

Plan and execute exhibition installations and de–installations.

Develop long–range plans for collection management and the preservation of collections.

Oversee and ensure the continuing successful operation of the collection management process.

Coordinate and ensure that exhibits are properly described and illustrated on the website and all internal and external platforms.

Deepen participation of visitors by assisting with the production of dynamic public programs related to the Museum’s mission.

In collaboration with the VP of Education and Programs, manage the planning and development of interpretative materials, thematic tours, public programs, teacher workshops, symposiums, and other educational services to help adult and youth audiences better understand the history of aviation and space flight.

Organize and produce exhibition related publications.

Oversee financial resources assigned to the collections and exhibits program; develops and monitors the annual budget.

Assist in the research and development of grants for collections and exhibits. Assist with other fundraising activities and events as needed.

Oversee docent and volunteer training to ensure high level of knowledge regarding Museum history and exhibits.

Maintain renewal agreements for loaned artifacts.

Coordinate routine maintenance of exhibits with Facilities Manager.

Coordinate operations for visiting aircraft.

Represent the Museum with media interviews.

Represent the Museum at professional organizations in the community and with the Smithsonian

Offer an accurate, historical perspective for staff, marketing materials etc.

---

### Required Qualifications

Demonstrated ability to supervise and manage staff and resources; to teach, train and/or interpret information and

communicate effectively with a wide variety of audiences.

Superior organizational skills--the ability to plan, organize, prioritize, meet deadlines, and work cooperatively with others.

Able to passionately communicate museum mission and goals.

Creative thinker and problem solver in forging partnerships and supportive relationships with the Museum.

Demonstrated ability to work effectively and creatively using computers and online technology, including collection database management software.

Strong communication skills, both written and oral to include public speaking/presentation skills.

Acquaintance with and enthusiasm for aviation and space flight with a focus on STEM

Demonstrated track record of significant, academically rigorous and compelling exhibitions and publications

The ideal candidate will have at a minimum, a Bachelor's degree from an accredited four-year college or university.

A Master's Degree in a related field is a plus.

Minimum of five years senior management experience in a museum or related field.

Knowledge of and experience in principles, practices, techniques and standards of museum management

---

**Compensation**

Salary: Commensurate with experience. Benefits include vacation and sick leave, employer subsidized health plan, dental plan and life insurance.

---

---

**Apply at this Website:**

---

**Apply with this email:**

[evans@flightmuseum.com](mailto:evans@flightmuseum.com)

---

---

**Special Instructions to Apply:**

To apply submit resume and letter of introduction via email to: Anne-Marie Evans [evans@flightmuseum.com](mailto:evans@flightmuseum.com)

---