

Heritage Flight Museum Volunteer Job Description

Museum Mission:	The Heritage Flight Museum has been established to help educate the public to better understand and appreciate the contribution military aircraft and the people that flew them, have made to our heritage, national security and freedom.
Position Title:	Assistant Event Coordinator
Position Description:	Responsible for assisting staff in the design and set up of Museum fundraising events and private parties
Duties & Responsibilities:	Recruit and contact sponsors Organizational duties as they relate to the event Assist in the design and production of promotional materials
Required Qualifications:	Demonstrated experience in working with major events Demonstrated community relations skills Demonstrated experience working with organizational details
Preferred Qualifications:	Experience with non-profit fundraising events
Supervision:	Reports to Museum Executive Assistant
Orientation & Training:	Museum volunteer orientation; one on one training with museum staff
Commitment Required:	Participate in Museum orientation; Minimum three hours per week flexible schedule; six month minimum requested
Benefits:	Opportunity to be involved with dynamic, heritage-based institution Museum Individual Membership after six months of service Museum jacket after 60 hours of service Invitations and discounts to special museum events