

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:	Public Relations/Marketing
Position Description:	Responsible for assisting with the marketing and public relations functions for the Museum
Duties & Responsibilities:	Assist in writing press releases Assist in compiling newsletter Write newsletter articles and other pieces as assigned
Required Qualifications:	Demonstrated ability to write and edit Familiar with protocol for contacting and working with the media Familiar with web-based marketing Excellent communication/inter-personal relationship skills Ability to be flexible in accepting assignments Support the mission of the Heritage Flight Museum
Preferred Qualifications:	Experience in marketing and/or public relations
Supervision:	Reports to Museum's Executive Assistant
Orientation & Training:	Museum Orientation; one on one training with Museum Executive Assistant
Commitment Required:	Participate in orientation and training; flexible hours minimum two hours per week; six month minimum preferred
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