

Exhibit A
Flight Path Museum and Learning Center
Museum Manager
Statement of Work

General

This document delineates the tasks assigned to the Flight Path Museum and Learning Center of Southern California (the museum or Flight Path) Museum Manager.

The Museum Manager is broadly responsible for ensuring the smooth, consistent day-to-day operations of the Flight Path Museum and Learning Center.

The Museum Manager reports exclusively and directly to the Flight Path Museum Board of Directors (the Board) for performance of the tasks described in the statement of work. The Museum Manager is a non-voting observer at all Board meetings.

The Museum Manager takes strategic guidance for museum operations, programs, expansion, and execution of the museum's mission from the Board and translates it into day-to-day actions and operations.

The Museum Manager performs the tasks delineated herein on-site at the museum facility, at the major fund-raising events and as otherwise directed by the Board.

The Museum Manager's specific tasks include, but are not limited to:

Support to Board of Directors:

1. Prepare a monthly written report for the Board summarizing museum activities, publicity and correspondence. Include metrics describing the number and type of events and individual visits to the museum (aka "Measurement Reports").
2. Attend the monthly Board meetings and report on activities, progress toward goals and other items of interest during the preceding month.

3. Serve on Board committees as directed, including awards and major fund-raising event committees.
4. Assist the Board in growing community awareness of the museum's programs, events and activities. Promote use of the museum facilities by outside organizations for revenue-producing functions and events.
5. Ensure that the museum's monthly calendar of events, Board meeting minutes and materials and other information of general interest are distributed to the Board and Advisory Board members following the Board meetings.
6. Ensure that the Board of Directors and the Advisory Board members receive invitations to museum events.
7. Work with the Board to help develop and implement enhancements to museum operations. Make independent recommendations to the Board concerning enhancements to museum operations.
8. Support the Board efforts to update the museum's strategic plans; recommend tasks, timelines and resources for the activities needed to achieve the Board's goals.
9. Assist the Board in developing budget(s) for museum operations. Oversee those budget items assigned to the Museum Manager. When necessary, notify the Board in a timely manner to permit action to prevent budget cost growth.

Museum Management:

1. Ensure the smooth, consistent day-to-day operation of the museum by serving as the principal point of contact between the museum and the LAWA support, maintenance, security and information technology departments.
2. Coordinate routine maintenance of the museum's exhibits and displays with the designated Board points of contact. Implement the Board's directions with respect to the upkeep, changes and

enhancements to the museum's exhibits and displays. Make independent recommendations to the Board for improvement or enhancements to the museum's displays and exhibits.

3. Place and monitor LAWA work requests needed to address routine maintenance and operating issues. Coordinate closely with the Board to address non-routine maintenance and operating issues. Leverage the expertise and experience of members of the museum staff.
4. Assist the Board Volunteer Coordinator in resolving issues regarding recruitment, training, duties and conduct of volunteers. Coordinate with the Volunteer Point Persons to ensure that volunteers are available and scheduled to support the events.
5. Serve as point of contact for scheduling LAWA-sponsored and privately-sponsored events held at the museum. Receive, review and schedule requested events using museum event request forms. Coordinate major event requests, events that require museum closure, events outside normal museum policy or other exceptional event requests with the Board before providing final approval.

Communications:

1. Communicate regularly with staff members (volunteers and LAWA employees) to ensure a common understanding of objectives and expectations as well as museum events, plans and issues. Discuss and receive input concerning museum operations and address any museum or staff concerns or needs.
2. Prepare and transmit: routine museum business and operations letters and announcements; press releases; personalized acknowledgments for museum donors; letters of welcome, congratulation and museum information packages for new LAWA Commissioners and new LAWA executive staff members; acknowledgements and thanks for external events benefiting the museum. Provide inputs for the museum web site manager.
3. Prepare the quarterly Flight Path Newsletters and distribute via email and at the museum reception desk.

4. Develop and update “hand-out” brochures and other informational material for use in the museum.
5. Maintain files of publications, press releases, publicity files, correspondence and other museum business and operations-related documentation.
6. Prepare and distribute news releases and/or media advisories for museum events, programs and activities. Respond to media inquiries and coordinate responses with the Board.
7. Respond to requests for information from the Los Angeles World Airports (LAWA) Community Relations liaison and from other LAWA staff.
8. Work with the Board communications point of contact and the museum website contractor and webmaster to ensure an up-to-date internet and broad social media presence. Promote a greater public awareness of the museum and its programs.
9. Monitor local media and the Internet and bring to the attention of the Board information or items pertaining to the museum or otherwise of interest.

Experience & Qualifications

The Museum Manager must possess the following qualifications and/or experience;

- Experience working in a management or team leadership position.
- Ability to work effectively in collaboration with groups with diverse backgrounds, experience and skills.
- Experience working directly with the public.
- Strong composition and writing skills.
- Persuasive verbal communication skills.
- Strong marketing, public relations and social media skills.
- Understanding of financial budgeting and management.
- Proficiency with Microsoft Office on a Windows-based PC platform.
- Willingness to undergo and pass a Federal background check required for LAX airport badging.

It is highly desired that the Museum manager possess the following qualifications and/or experience:

- Experience in the aviation, air travel or aerospace industries.
- Experience working in/with a museum or other non-profit organization.
- Experience working with a volunteer-based staff.
- Experience working with a Board of Directors and cultivating productive relationships with Board members.
- Experience with public education programs and activities, particularly science, technology, engineering and mathematics (STEM) related programs.
- Ability to respond quickly to situations that require off-hours, on-site attention.
- Experience with mass-emailing applications (MailChimp in particular) and calendaring applications (Calendar Creator in particular).