



Position: Planetarium Coordinator	Position Number:
Department/Site: Planetarium	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Area’s Administrator	Salary Range: 36

DESCRIPTION:

Under the direction of the area dean, performs specialized activities relating to all aspects of planetarium show production and presentation; coordinate the operations of the planetarium facility and equipment; oversee and present various programs and activities for college classes, group astronomy programs and the general public; engages with guests through presentations and narrations; educate and inspire children and adults through live presentations; and conducts outreach to local schools and organizations in the community to promote events through various advertisement platforms (social media, fliers, college website, etc.).

REPRESENTATIVE DUTIES:

- Perform specialized activities and coordinate the operations of the planetarium facility and equipment; coordinate technical requirements and maintenance contracts of the facility.
- Schedule and present planetarium programs for colleges classes, schools, community groups and the public; modify and install new programs; research, write, produce and update existing programs as needed; compile schedules for public shows and lectures.
- Work with college faculty and staff to enrich college coursework and programming with planetarium resources; provide technical assistance to instructors and support for astronomy courses (lecture and lab classes).
- Maintain the planetarium facility and equipment; participates in the design, installation, and operation of planetarium and observatory equipment, including the star projector, video projectors, special effects, sound systems, control systems and telescopes and new technology.
- Communicate with outside organizations in person, or on the telephone, or electronically regarding new programs and technology, and schedule activities
- Engage guests through scripted and creative presentations and narrations/interpretations and answer questions.
- Plan and schedule planetarium - star shows, courses and special events; modify programs by adding and rearranging projectors and special effects; charge and collect admission fees according to established procedures.

- Prepare preliminary budget recommendations related to planetarium operations; purchase new equipment, tools and shows according to established procedures; coordinate and oversee maintenance contracts and other related technical requirements of facility; maintain related records.
- Operate a variety of equipment including a star projector, various audio and visual equipment, sound system, computer, various hand and power tools and office equipment.
- Arrange and update exhibits in the lobby and other exhibit areas as needed.
- Respond to issues or concerns regarding the planetarium facilities or programs; provide public information and answer astronomy and related science and space technology questions.

Other Functions:

Participates on committees as assigned

Performs other related duties as assigned.

May supervise and provide technical and functional direction to student workers.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of planetarium operation and management.
- Operation of technical equipment related to planetarium use.
- Modern astronomy including constellations, evening sky, physical science, mathematics and related knowledge.
- Modern office practices, procedures and equipment.
- Dramatic and theatrical techniques related to planetarium programming.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Public speaking techniques.

ABILITY TO:

- Coordinate the planetarium facility and equipment.
- Demonstrated ability to deliver educational programs in a fun, scientifically accurate and engaging manner.
- Coordinate and present creative programs and activities for college astronomy classes, group astronomy programs and the general public.
- Respond to questions accurately regarding astronomy and space science.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.

- Operate a variety of technical equipment.
- Meet schedules and time lines.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in astronomy, physics, physical science or related field and 3 years' related experience.

DESIRED EDUCATION/EXPERIENCE:

Experience in the operation of a planetarium star projector and associated audio-visual projectors, sound system operation, script writing, graphic design, soundtrack production, telescope and observatory operation and equipment maintenance.

PHYSICAL EFFORT/WORK ENVIRONMENT

Indoor environment; constant interruptions; dexterity of hands and fingers to operate planetarium equipment; climbing ladders and working from heights; standing for extended periods of time; lifting moderately heavy objects.