



PLANETARIUM EDUCATOR I POSITION DESCRIPTION

DEPARTMENT:	PLANETARIUM
IMMEDIATE SUPERVISOR:	DIRECTOR OF PLANETARIUM AND SCHOOL PROGRAMS
STATUS:	NON-EXEMPT/ PART-TIME
HOURS:	24 - 30 HRS. /WEEK

POSITION PURPOSE:

The Planetarium educator administers public and school based planetarium programs and activities.

DUTIES AND RESPONSIBILITIES:

- Greets and ushers visitors to the Bryan Gooding Planetarium;
- Responsible for the console operation of public astronomy and laser shows;
- Presents both automated and live planetarium shows to both groups and the public in the planetarium;
- Interacts with the audience on current astronomy and aerospace issues;
- Conducts outreach programs, in-house science demonstrations and camp programs;
- Provides assistance in researching planetarium show content and imagery, speaking with the media, presenting lectures, exhibits tour and responding to astronomical inquiries;
- Assists Planetarium Director with broadening the base of public involvement in the planetarium by expanding and strengthening planetarium programs, laser shows and astronomy day events;
- Maintains a safe theater by reporting equipment or facility issues to the Planetarium Director;
- Assists with maintaining the overall presentation standards of the theater, including cleaning;
- Expected to attend training and become familiar with MOSH's Altru Point-of-Sale software and must demonstrate competency in Group Sales, Event Attendance and Ticketing features.
- Additional duties as required by the Planetarium Director.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

- Bachelor's degree in related field preferred
- Minimum Associate's degree

Two years work experience at a science museum, science center, natural history museum, nature center, or equivalent delivering educational programming preferred. Experience in public outreach, teaching and research experience a must.

SKILLS AND ABILITIES

- Willingness to include weekends and evenings in a normal work schedule
- Detail-oriented and great organizational skills
- Computer literacy and mechanical aptitude

- Strong public speaking and customer service skills
- Ability to work under modest pressure and multitask
- Team player
- Must be able to quickly adapt to changing environments and remain flexible

TIME COMMITMENTS:

Flexible schedule that may require weekends or evenings for special events and public programs.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

Equal Employment Opportunity:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

ACKNOWLEDGMENT

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

Employee (Print Name)

Date

Employee (Signature)