HARTNELL COLLEGE VISION STATEMENT
Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

HARTNELL COLLEGE MISSION STATEMENT
Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

Planetarium Coordinator
(Math, Science and Engineering)
Filing deadline: August 6, 2015

POSITION DESCRIPTION:
Under the direction of the area dean, perform specialized activities and 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.

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 college classes, schools, community groups and the public; modify and install new programs; research, write, produce and update existing programs as needed; compile schedules for shows and lectures.
- Work with college faculty and staff to enrich college coursework and programming with planetarium resources.
- Maintain the planetarium facility and equipment; design, build, set-up and maintain planetarium equipment as necessary; contact outside vendors as needed for repairs; maintain documentation and inventory files on equipment.
- Communicate with outside organizations in person, on the telephone, or electronically regarding new programs and technology, and schedule activities.
- 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.
- Perform related duties as assigned.

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.
- 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 two years’ experience in a planetarium.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor environment.
Constant interruptions.

**PHYSICAL DEMANDS:**
- 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.

**CONDITIONS OF EMPLOYMENT**
Regular, full-time, 12 months per year classified position. Salary range 25 on CSEA salary schedule: $3,789 to $4,610 monthly (5 Steps); **Hours:** Monday, Wednesday and Friday from 11:30 a.m. to 8:30 p.m.; Tuesday and Thursday from 9 a.m. to 6 p.m. District provides health

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APPLICATION PROCEDURE
The following items must be received by the filing date in order to be considered in the initial screening (*incomplete applications will be disregarded*):

1) A completed Hartnell College classified application.
2) A resume and cover letter.
3) Copy of college/university transcripts.

All materials submitted in the application packet are for this position only and become the property of the District. The materials will not be returned or considered for any other openings.

SUBMIT APPLICATION MATERIALS TO:

Hartnell Community College District
Human Resources and Equal Employment Opportunity
411 Central Avenue
Salinas, California 93901
(831) 755-6706
Fax: (831) 755-6937
Email: work@hartnell.edu

Applications available on our website at: [http://www.hartnell.edu/employment-opportunities-classifiedsupport-staff](http://www.hartnell.edu/employment-opportunities-classifiedsupport-staff)

Equal Opportunity Employer