Position: Planetarium Coordinator  

Department/Site: Planetarium  

Position Number:  

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.