

Position: Planetarium Coordinator

- 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

