



TITLE	CLASSIFICATION	SALARY GRADE
PLANETARIUM SPECIALIST	CLASSIFIED	GRADE: Q
BOARD POLICY REFERENCE: 2014/15 Classification Review		

JOB DESCRIPTION:

Under general supervision, produces and presents educational and entertaining programs on astronomy and the physical sciences for college and school age students, and the general public; maintains and repairs the planetarium projector and other planetarium equipment; and performs related work.

SCOPE:

The Planetarium Specialist coordinates, creates, designs, and presents planetarium shows including selecting appropriate content, visual effects, and soundtracks to educate, entertain, and inspire various groups about astronomy and the physical sciences; performs demonstrations; and gives lectures.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates, creates and presents educational programs and shows in the planetarium; makes decisions regarding program topics and audience (such as the general public and college and school age students); and oversees the technology and administration of the planetarium.
2. Researches, plans, designs, and develops new program topics and presentations.
3. Maintains and repairs equipment used in presentations including projectors and other audio-visual equipment; replaces projector bulbs, cleans and aligns projector lenses and mirrors.
4. Leads planetarium tours for various groups and prepares planetarium exhibits.
5. Coordinates access and usage of the planetarium.
6. Orders and purchases planetarium supplies, materials and equipment.
7. Responds to public and campus inquiries about the Planetarium; assists in publicizing the Planetarium.
8. Updates website and other media as needed.
9. Edits and produces sound tracks for public and school shows.
10. Trains and directs the work of student and short-term, non-continuing (STNC) employees and planetarium lecturers.

EMPLOYMENT STANDARDS

ABILITY TO:

Design, develop and present planetarium shows for various groups; use optical, electronic and mechanical equipment within planetarium; maintain and perform minor repairs on planetarium projectors and audio systems; entertain and inspire children and adults; communicate effectively in English; demonstrate commitment and sensitivity to diversity; follow and give oral and written directions; perform clerical work with accuracy; maintain records; generate budget requests; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population; translate complex theories and phenomena into everyday language.

KNOWLEDGE OF:

Telescopes, projectors and optical equipment used in planetarium; audio systems and electronic equipment; photography used to create planetarium visual effects, as well as knowledge of a wide variety of music scores; standard office productivity software; physics and astronomy.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in science or science education.

Experience:

Three years' experience teaching astronomy or working in an informal science education setting such as a science museum, observatory, planetarium, etc.

Additional work in an educational setting preferred. Must demonstrate experience in public speaking and knowledge of the night sky.