



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
PLANETARIUM SPECIALIST	CLASSIFIED	GRADE: Q MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

JOB DESCRIPTION:

Under general supervision, produce and present educational and entertaining programs on astronomy and the physical sciences for college and school age students, and the general public; maintain and repair the planetarium projector and other planetarium equipment; and perform related work as required.

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.

1. Coordinates, creates and presents educational programs and shows in the planetarium; makes decisions regarding program topics and audience (such as college and school age students).
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.
5. Prepares planetarium exhibits.
6. Orders and purchases planetarium supplies, materials and equipment.
7. Trains and directs the work of student assistants and planetarium lecturers.
8. Responds to public and campus inquiries about the Planetarium; assists in publicizing the Planetarium.
9. Update website as needed.
10. Editing and producing sound tracks for public and school shows.

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; train and direct the work of student assistants and Planetarium lecturers; 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; 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:

A bachelor's degree in astronomy. Master's degree preferred.

Experience:

Three years experience working in a planetarium, including creating and delivering planetarium shows. Additional work in an educational setting preferred. Must demonstrate experience in public speaking.