

EUGENE SCIENCE CENTER
Position Announcement
(2021-07-20)

Planetarium Manager

Eugene Science Center, a hands-on science museum in Eugene, OR, seeks an enthusiastic individual experienced with engaging individuals of all ages and groups of all sizes in science education, with a strong emphasis on astronomy, to serve as Planetarium Manager.

Excellent communication skills are required, as well as a passion for connecting children with science, and for working with and serving a wide variety of people.

Please review the attached job description and follow the application instructions below.

PLEASE NOTE: This is a full-time (40 hours/week) non-exempt position and includes full Eugene Science Center benefits.

Application Instructions

We welcome your application, which should include the following 4 items:

- Letter of application
- 1-2 page resume
- 1-2 page bullet-list summary that explains how your previous experience supports the duties and responsibilities listed in the position description
- List of 3-4 references, including name, phone and email, and how you know each person (*Do not send letters of reference as we will contact your references individually*)

Please send your application as an attachment (MS-Word or PDF) to: Tim Scott at tscott@eugenesciencecenter.org

Deadline: Review of applications begins 8/02; open until filled.

Please send this information as an attachment and not in the body of an email.

Eugene Science Center is an Equal Opportunity Employer

EUGENE SCIENCE CENTER POSITION DESCRIPTION

Planetarium Manager

(2021-07-20)

SUPERVISOR: Education Director

MAIN FUNCTION

The Planetarium Manager is an experienced, reliable, upbeat, and positive individual who primarily works with children in grades k – 8, along with their parents, teachers, and caregivers within ESC's planetarium. He/she will also be responsible for creating a fun, safe, and inclusive experience for each child, and will facilitate indoor and outdoor age-appropriate activities and lead STEM-based (Science, Technology, Engineering, and Math) programming.

DUTIES AND RESPONSIBILITIES

Planetarium Operations (70%)

Manages the opening & closing of the Planetarium; monitors safety, order and cleanliness of the Planetarium.

Manages and performs the maintenance and operation of the Planetarium equipment.

Produces, implements, and facilitates Planetarium (live, astronomical experiences) and Laser shows.

Researches and recommends leased Planetarium and Laser shows.

Assists with logistics of special events and special showings that take place in the Planetarium; oversees associated equipment and logistics such as laser show equipment.

Works with others to grow our volunteer program and to ensure best practices in volunteer management (including: recruitment, intake, assignment, training, evaluation and recognition).

Assists with marketing of planetarium and laser shows, and often serves as ESC space science expert with the media.

Museum Programming (20%)

Plan and lead age-appropriate STEM lessons, activities, crafts, games, etc.

Create and maintain a positive environment that encourages active learning and fun for all guests and students.

Design engaging museum guest experiences, lead floor programs for museum guests, and maintain program materials.

Other Duties (10%)

Participates in select cross-department projects and initiatives.

Makes external connections to the educational, vocational, and planetarium communities.

Assists the organization by performing other duties, consistent with the position, as assigned.

SUPERVISION OF OTHERS

Recruits, trains, and coordinates part-time Planetarium staff and volunteers.

EXPERIENCE AND SKILLS

Positive, friendly and outgoing personality with a passion for providing excellent guest experiences and building relationships with patrons

Knowledge of and experience with formal or informal education techniques to creatively instruct STEM-based programs for elementary and middle school age students.

Ability to plan inquiry-based STEM programs, with a general knowledge of science topics. Extensive knowledge of astronomy.

Must have a passion for connecting children with science, and for working with and serving a wide variety of people

4 year college degree (astronomy/astrophysics strongly preferred)

2+ years experience working in a museum/not-for-profit organization and managing volunteers (including recruiting, placement, training, evaluation, and recognition) strongly preferred

Exhibits excellent judgment in decision-making and problem solving; able to “think on feet” and handle difficult interpersonal situations with grace and poise

Excellent organizational skills and attention to detail. Able to organize self and others in the face of frequent interruptions.

Excellent written and oral communication skills, with special care given to interpersonal communication, timeliness and the ability to handle sensitive information appropriately

Computer literacy: Microsoft Office suite, Gmail, POS

Reliable transportation and driver's license with good safety record

Personal attributes: strong interpersonal, leadership and collaboration skills, excellent customer service orientation, creative, flexible, resourceful, imaginative, high energy, with great sense of humor

WORKING CONDITIONS

Fast-paced, non-profit, hands-on museum environment. Must be able to have the flexibility to also work occasional alternate days, holidays and evenings. Must be able to work on many projects simultaneously despite frequent interruptions. Must work well in both an individual and team setting, and without direct supervision.

TIME COMMITMENT

Full time (40 hr/wk) non-exempt position. Weekend, holiday, and occasional evening work required.

COMPENSATION AND BENEFITS

Starting salary is \$30,000/year with full Eugene Science Center benefits provided.

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