

EUGENE SCIENCE CENTER POSITION DESCRIPTION

Planetarium Manager

(2022-11-04)

SUPERVISOR: Education Director

MAIN FUNCTION

The Planetarium Manager is an experienced, reliable, upbeat, and positive individual who primarily works with children in grades k – 12, along with their parents, teachers, and caregivers within ESC's planetarium. He/she/they will also be responsible for creating a fun, safe, and inclusive experiences, and will facilitate indoor and outdoor age-appropriate activities and lead STEM-based (Science, Technology, Engineering, and Math) programming.

DUTIES AND RESPONSIBILITIES

Planetarium Operations (75%)

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 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.

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 grant writing to create new, and sustain existing, Planetarium and education programs.

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

Museum Programming (20%)

Plans and leads age-appropriate STEM lessons, activities, crafts, games, etc.

Creates and maintains a positive environment that encourages active learning and fun for all guests and students.

Designs engaging museum guest experiences, leads floor programs for museum guests, and maintains program materials.

Other Duties (5%)

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.

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

4-year college degree (astronomy/astrophysics strongly preferred)

2+ years of 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

Fluent in both Spanish and English strongly preferred

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. All Eugene Science Center staff and volunteers are required to remain up to date with their COVID-19 vaccinations.

TIME COMMITMENT

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

SALARY AND BENEFITS

Starting salary between \$36,500 and \$40,500 based on experience and qualifications. Full Eugene Science Center benefits provided.

Eugene Science Center is an Equal Opportunity Employer