

# EUGENE SCIENCE CENTER POSITION DESCRIPTION

## Planetarium Assistant

(2025-03-20)

**SUPERVISOR:** Planetarium Manager

### MAIN FUNCTION

The Planetarium Assistant is a reliable, upbeat, and positive individual who primarily works with the general public while running laser and planetarium shows in Eugene Science Center's Planetarium. They will also be responsible for creating a fun, safe, and inclusive experience for each guest.

### DUTIES AND RESPONSIBILITIES

#### Planetarium Operations (90%)

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

Facilitates Planetarium and Laser shows.

Assists with logistics of special events and special showings that take place in the Planetarium.

#### Other Duties (10%)

Participates in select cross-department projects and initiatives.

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

### EXPERIENCE AND SKILLS

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

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/technology literacy: able to operate and troubleshoot computer and technology issues associated with planetarium and laser show equipment.

Reliable transportation; driver's license with good safety record preferred.

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 science center environment. Must work well in both an individual and team setting, and without direct supervision.

### **TIME COMMITMENT**

Part time (11 hrs/wk, non-exempt) position for Friday evening (5:30-9:30pm) and Sunday (10-5). Option to expand hours to Mondays during summer break, and pick up other shifts on an as-needed basis.

### **COMPENSATION AND BENEFITS**

Salary is \$16.50/hr with some Eugene Science Center benefits provided.

***Eugene Science Center is an Equal Opportunity Employer***