



Job Description

Planetarium Presenter

Department: Space dome, staff

FLSA Status: Part-time, Non-Exempt

POSITION SUMMARY:

Responsible for visitor experience in the Space Dome Planetarium and Space Center. Consistently provides high quality planetarium programs and demonstrations, uses planetarium interactivity to engage visitors, and uses other information and informal activities to engage the visitor in active exploration of space science.

ESSENTIAL FUNCTIONS:

- Consistently provides a high quality, high energy delivery of planetarium programs and demos in the Space Dome Planetarium to both public and school group visitors
- Delivers other astronomy programming throughout Sci-Port as needed
- Sets up and breaks down telescopes and provides accurate and interesting astronomy information on the Windham Family Rooftop Terrace during special events such as Star Parties, and Camp-ins
- Keeps the planetarium and other indicated areas clean by following an established daily and weekly routine
- Greets and assists visitors, promotes the Center's programs and events, gives information, directions, etc.
- Learn and execute basic to intermediate script writing using Digistar 3 or other related planetarium software
- Learn basic maintenance of planetarium software and equipment

NON-ESSENTIAL FUNCTIONS:

- Other duties as required

EDUCATION/TRAINING:

- Degree in science, education or related field, or equivalent work experience preferred

EXPERIENCE/SKILLS:

- Knowledge of astronomy (observational and content) and NASA missions
- Basic experience with using a variety of telescopes
- Degree in sciences is strongly preferred
- Excellent communication and public speaking skills, including:
 - Clear and distinct speaking voice with appropriate pauses and emphasis
 - Conversant in the principles and methods of effective and persuasive speaking and discussion
 - Appropriate choice of words
 - Speaking to large audiences of all ages
 - Participation in panel discussions
- Ability to work with a variety of different people
- Ability to learn and use commands in specialized software – experience in work in a planetarium with a digital projector and Digistar3 or similar software a plus
- Ability to work flexible schedules including weekends, weekdays and impromptu changes
- On-your-feet thinker, adaptable, multi-tasked, enthusiastic
- Ability to write summaries, training manuals and reports using proper format and conforming to rules of punctuation, grammar, diction and style adopted by the Center
- Ability to apply principles of logical or scientific thinking in order to:
 - Define problems, collect data, establish facts, and draw valid conclusions
 - Interpret a variety of instructions
 - Plan work and develop procedures
 - Learn and/or evaluate information in order to make judgements and decisions

WORK SITUATIONS:

- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions.
- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make final decisions.
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.