

## **Planetarium Technician**

### **Purpose:**

The job of Planetarium Technician is done for the purpose/s of producing and presenting educational and entertaining programs on astronomy and general science for students and the general public; maintaining equipment related to the functions of the planetarium; performing demonstrations and presenting planetarium programs; creating informational materials for distribution to teachers and other interested parties. This job reports to Supervisor – Planetarium.

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### **Essential Functions:**

- Assists in the development of educational programs and activities (e.g. science fairs, program topics, photographic manipulation, digital animation, digital music, etc.) for the purpose of educating, entertaining, and inspiring a variety of individuals and groups about astronomy and general science.
- Delivers science content in a variety of settings (e.g. camps, classrooms, planetarium, conferences, etc.) for the purpose of providing requested services and materials.
- Maintains equipment and inventory used at the planetarium and elsewhere for the purpose of providing usable equipment for professional development, community outreach, science kits, etc.
- Prepares planetarium exhibits (e.g. displays, interactive computer games, program displays, etc.) for the purpose of increasing visitor interest and awareness of astronomy.
- Prepares a variety of written materials (e.g. program summaries, flyers, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information (e.g. materials for public and teacher use, etc.).
- Procures supplies, materials, and equipment (e.g. Discovery Kits for camps, classrooms, planetarium, conference, etc.) for the purpose of delivering science content.
- Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources.
- Trains and mentors student assistants and planetarium lecturers for the purpose of conveying information necessary to complete assigned tasks.

### **Other Functions:**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing complex software applications to create soundtracks, image manipulation; animation; illustration, etc.; preparing scripts; operating current generation planetarium projectors and control systems; and maintaining equipment found in a planetarium.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: general astronomy; pertinent software applications; concepts of grammar and punctuation; telescopes, projectors or optical equipment used in planetarium; audio systems and electronic equipment; and photography used to create planetarium visual effects, and a wide variety of music scores; and general science.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, including working evenings and weekends as needed; communicating with diverse groups; and displaying mechanical aptitude.

**Responsibility:**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

**Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses:**

Valid Driver's License with evidence of insurability

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**  
Non Exempt

**Approval Date**  
9/25/2015

**Salary Grade**  
52

**I have read and understand the scope of the job and hold the minimum requirements:**

**Employee Name (Please Print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_