

PLANETARIUM TECHNICIAN

Purpose Statement

The job of Planetarium Technician was established for the purpose/s of producing and presenting educational and entertaining programs on astronomy and general science for students and the general public; maintaining and repairing 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

Essential Functions

- Assists in the development of educational programs and activities (e.g. 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 used at the planetarium and elsewhere for the purpose of providing usable equipment for professional development, community outreach, science kits, etc.
- 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.).
- Prepares planetarium exhibits (e.g. displays, interactive computer games, program displays, etc.) for the purpose of increasing visitor interest and awareness of astronomy.
- Procures supplies, materials, and equipment 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 periodically 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 variety 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 diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select 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; and 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.

Working 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. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

7/29/2008

Salary Grade

Classified 52

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____