

Job Summary:

The job of Planetarium & Science Center Media Developer is done for the purpose/s of developing and maintaining projection systems; presenting school and public astronomy star tours and programs in the planetarium; providing IT and personal computer support; developing 2D media; digital data archiving; filming, recording and editing digital media; and assisting the Planetarium & Science Center supervisor in developing, producing and coordinating Planetarium & Science Center programs.

Essential Functions:

- Modifies existing media for the purpose of providing media in a Full-Dome format.
- Administers Center network and server for the purpose of streamlining digital information.
- Designs theater projection systems for the purpose of presenting digital presentations for the Center.
- Performs effective astronomy presentations in the planetarium for the purpose of educating visiting groups.
- Introduces/concludes programs to visiting groups for the purpose of informing visitors about the Planetarium & Science Center and program content.
- Edits audiovisual material for the purpose of creating audiovisual content for Center presentations.
- Films and photographs visual program content for the purpose of creating visuals for new or updated presentations.
- Programs equipment control commands and cues for the purpose of controlling projectors and the sequencing of visuals.
- Records digital video and audio for the purpose of creating video or audio recordings for presentations.
- Researches information and visuals for programs for the purpose of creating or updating presentations.
- Assists in scripting programs for the purpose of creating or updating scripts for presentations.
- Creates computer graphic artwork for the purpose of creating new programs.
- Operates History Theater and Planetarium programming equipment for the purpose of presenting programs to clients.
- Installs projection equipment and cables for the purpose of showing programs in the theater.
- Answers telephones for the purpose of responding to calls regarding program services.

Skills, Knowledge and/or Abilities:

- **Skills to:**
 - organize workload;
 - operate computers and applicable programs;
 - perform accurate research;
 - write scripts;
 - narrate programs;
 - operate office equipment;
 - digital projector systems;
- **Knowledge of:**
 - astronomy and space exploration subjects;
 - research methods and procedures;
 - script writing and story boarding;
 - photographic techniques and processing;
 - computer graphics, Photoshop, Illustrator;
 - Apple MacOS X, Digital audio, image, and video compression;
 - AV equipment, cameras, projector, recorder, editor, etc.;
 - sound mixing and recording components;
 - video editing software;
- **Ability to:**
 - work effectively with teachers, students and the general public;
 - communicate clearly, orally, and in writing;
 - complete tasks within a time frame;
 - multi-task;
 - work in various environments;
 - process multiple instructions.

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations.

Experience Required:

- Job-related experience within specialized field with increasing levels of responsibility is required.

Education Required:

- High school diploma or the equivalent.
- Targeted job-related education that meets organization's prerequisite requirements.
- AA degree preferred.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.