

Job Summary:

Under the general supervision of the Planetarium & Science Center Program Coordinator, the Planetarium & Science Center Facilitator develops and performs educational presentations, assists with media, display, exhibit and program production; operates planetarium and education theater equipment at multiple sites; performs a variety of specialized clerical and secretarial work; and performs related work as required.

Essential Job Functions:

- Perform educational presentations in the Planetarium, Science Center and Ag Museum Learning Center Theaters.
- Assists visitors by performing orientation presentations and field trip coordination.
- Operates multiple theater systems for the purpose of providing science, astronomy and social studies presentations to visiting groups.
- Performs live astronomy presentations in the Planetarium Theater.
- Identify and respond to special needs and accommodations.
- Provides recommendations to improve the visitor experience, operations, systems and facilities.
- Provides voiceover recording for the purpose of educational displays, exhibits, features, and events.
- Assists in creating filmed and digital media for the purpose of creating programs and exhibits.
- Assists with researching and writing astronomy presentation content and provides astronomy presentation production support.
- Assists with production by organizing, cataloging and maintaining filmed and generated digital media, and by conducting interviews with filmed subjects.
- Assists in the production of educational displays, features, and exhibits.
- Provides scheduling and project coordination for filmed production projects.
- Solicits visitor experience feedback and prepares survey data.
- Coordinates scheduling of presenters, visiting schools, and public presentations for multiple sites.
- Processes visiting school reservations, confirmations and invoicing, and provides event admission sales support.
- Maintains a variety records and reports.

Skills, Knowledge and/or Abilities Required:

- **Knowledge of:**
 - effective presentation techniques and practices;
 - best practices for providing client/customer service;
 - cultural fluency, educational equity;
 - computer programs including Microsoft Word, Excel and Outlook, Google Docs and Sheets.
- **Skills to:**
 - address and facilitate activities for large, diverse groups of individuals;
 - operate theater presentation equipment;
 - develop presentations, displays, exhibits and feature;
 - coordinate presenters and presentations at three sites;
 - provide general administrative assistance.
- **Ability to:**
 - work effectively in a wide variety of situations involving the student and public visitors;
 - address audiences of up to 140 visitors;
 - collaborate effectively with design and administrative staff;
 - perform clerical work requiring independent judgement, accuracy, and speed;
 - use computers to enter data, update and create correspondence, enter and retrieve documents;
 - catalog & organize;
 - effectively perform research from a variety of sources.

Training Required:

- On-the-job training or formal training in working with students and adults in a classroom setting.

Education Required:

- High school diploma or the equivalent.

Licenses, Certifications, Bonding, and/or Testing Required:

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

FLSA Status: Non-Exempt

October 2021

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.