

**JOB DESCRIPTION**

**Job Title:** *Planetarium & Science Center Media Specialist (9791)*

**Job Summary:**

The job of Planetarium & Science Center Media Specialist is done for the purpose of developing multi-media educational content, including interactive content for the planetarium theater and exhibit hall; providing technical support for workstation, server, and theater and exhibit computer systems; presenting school and public astronomy star tours and programs in the planetarium; filming, recording and editing digital media; and assisting the Planetarium & Science Center supervisor in developing, producing and coordinating Planetarium & Science Center programs.

**Essential Functions:**

- Develop interactive educational content for the planetarium theater and exhibit hall.
- Resolve technical issues and research new applications for presenting interactive educational content.
- Assists with the setup and maintenance of Planetarium & Science Center networking, servers, backup, production, theater and exhibit systems.
- Provides technology support for the purpose of resolving issues with Planetarium & Science Center systems
- Performs effective astronomy presentations in the planetarium for the purpose of educating visiting groups.
- 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.
- 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.
- Operates History Theater and Planetarium programming equipment for the purpose of presenting programs to clients.
- Answers telephones for the purpose of responding to calls regarding program services.

**Skills, Knowledge and/or Abilities:**

• **Skills to:**

- Produce original educational content using 2D, 3D, film, animation, and interactive production software;
- Maintain and organize long-term projects;
- Effectively communicate with Planetarium & Science Center staff, visitors, and others to understand and describe program needs and solutions;
- Track multiple projects in order to keep them on task;
- Operate computers and applicable programs;
- Perform accurate research;
- Write scripts;
- Operate office equipment;

• **Knowledge of:**

- Photo and videography equipment;
- Interactive production software such as Unity, Unreal, Godot, or Blender;
- Interactive content programming utilizing Javascript, LUA, C, or Swift;
- Web-based technologies used to presentation of static and interactive content;
- Audio and video production equipment;
- Photo manipulation software including Adobe PhotoShop;
- Graphic design software including Adobe Illustrator;
- Page layout and publishing software including Adobe InDesign;
- Video editing software including Apple Final Cut X and Adobe Premier;
- Effects visual effects software including Adobe After Effects;
- 3D modeling and animation software;
- UNIX/Linux command line usage, scripting;
- Astronomy and space exploration subjects;
- Research methods and procedures;

• **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; 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.
- 2+ years of interactive content development using industry-standard applications.

**Education Required:**

- High school diploma or the equivalent.
- Targeted job-related education that meets organization's prerequisite requirements.
- Bachelor's degree in a job-related field is preferred. Experience may be substituted.

**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.