



Planetarium Production & Presentation Coordinator

Classified Salary Range: 44

Board Approved: 11/8/2018 P. 1|3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of skilled activities relating to all aspects of planetarium show production and presentation; integrates planetarium presentations with observatory sky viewing; and provides support to the astronomy education program in the planetarium and observatory.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Manages and conducts planetarium presentations, symposia and planetarium school shows, including program scheduling and publicity for planetarium and observatory events.
2. Assists in developing and updating educational materials for school planetarium shows including writing and preparing program scripts utilizing a wide range of multi-media effects.
3. Prepares and designs computer-generated graphics from draft materials and designs graphic presentation materials.
4. Mixes narrative and music sound tracks into a production master; reproduces computer/video graphics from archived materials.
5. Maintains contact with vendors and other planetariums to obtain resources for the preparation of planetarium productions; prepares orders for parts and supplies as necessary.
6. Participates in the design, installation, maintenance and operation of planetarium and observatory equipment, including the star projector, video projectors, special effects, sound systems, control systems and telescopes and new technology.
7. Maintains security of the planetarium, observatory and related equipment and supplies; maintains records on all astronomy equipment.
8. Operates and monitors all telescopes and related equipment for public and classroom use; operates video and photographic equipment.
9. Sets up and prepares class demonstrations working from knowledge of astronomy, reference materials, course outline and oral instructions. Works with astronomy faculty to review the literature in astronomy and related sciences to stay current with recent developments.
10. Supervises student workers.
11. Assists in the development of annual budgets and administrative reports.
12. Creates, updates, and maintains planetarium lobby displays.
13. Responds to District PR requests for astronomical information and visuals for publication.
14. Performs related duties as required, as related to the primary function of the position.



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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Fundamentals and applications of astronomy with skills in observational astronomy.
- Patterns, locations, mythology and characteristics of the constellations, bright stars, solar system objects and notable objects such as a nebula, galaxies, variable stars and quasars, including their respective locations.
- Operational characteristics and maintenance of planetarium, observatory and related equipment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping and filing.

Ability to:

- Present live and prepared programs to audiences of all levels from kindergarten through college and to the general public.
- Write and prepare program scripts.
- Interface with audience as host and speaker.
- Assemble or adapt programs utilizing a wide range of multi-media effects.
- Set up, adjust and maintain all projection systems.
- Program skyskan automation system to operate projectors and special effects.
- Operate a variety of telescopes and accessories and organize and present sky viewing activities.
- Create custom, fine technical and graphic art for flyers, posters, exhibits and media publicity.
- Create new graphics, and maintain all visuals for quality audio-visual presentations. Organize, catalog and act as curator for all printed (books, charts, and magazines) and digitally recorded astronomical materials, multi-media video, music, and audio-visual recording computer software, and 35mm slide Library.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of a Bachelor's degree, with course work in Astronomy or a related field.

Experience:

Two years of increasingly responsible experience in the development and delivery of planetarium shows and observatory events that includes demonstrated skill and ability in the operation of a planetarium star projector and associated audio-visual projectors, sound system operation, script writing, graphic design, soundtrack production, telescope and observatory operation and equipment maintenance.



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a planetarium or observatory setting; work at heights on ladders and above an open instrument storage shaft; exposure to high voltages and solar radiation. Incumbents may work nights and weekends as part of regular assignment.

Physical:

Primary functions require sufficient physical ability and mobility to work in a planetarium setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office and planetarium equipment requiring repetitive hand movement and fine coordination; to perform public speaking; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and view the night sky through telescopes and miscellaneous observatory equipment; operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.