FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Planetarium Coordinator

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized activities and provide overall direction and guidance to the day-to-day operations, problem solving, and decision making regarding activities and programs of the planetarium facility and equipment. Implement program policies and guidelines and oversee and present various programs and activities for College astronomy classes, group astronomy programs and the general public.

REPRESENTATIVE DUTIES:

1. Perform specialized activities and provide overall direction and guidance to the day-to-day operations, problem solving, and decision making regarding activities and programs of the planetarium facility and equipment; implement program policies and directives according to the Planetarium's mission and goals, as well as district, federal, and state guidelines.

2. Schedule and present planetarium programs to schools, private and public groups; modify and install new programs; arrange for guest speakers to highlight programs; update existing programs as needed; compile schedules for public shows and lectures.

3. Develop cooperative programs with area school districts, colleges, universities, cultural non-profit organizations, cities, counties, and foundations.

4. Maintain the planetarium facility; operate, maintain and repair equipment; resolve technical and maintenance issues; modify and repair slide projectors, and audio and video equipment as necessary; contact outside vendors as needed for repairs; maintain documentation and inventory files on equipment.

5. Communicate with other planetariums and outside organizations in person, on the telephone or over the Internet regarding new programs and technology.

6. Schedule planetarium facilities use; schedule planetarium programs with schools and other community groups.

7. Modify programs by adding and rearranging projectors and special effects; write and modify scripts and content for planetarium shows and presentations.

8. Train instructors and other staff on the use of planetarium equipment; provide technical and creative assistance to instructors in the use of specialized planetarium equipment.

9. Provide support to astronomy education courses.

10. Research and recommend the purchase of new equipment, tools and shows according to allotted funds; write technical bids for equipment purchases; work with Purchasing department for equipment requiring formal bid process for purchase; update catalogues and magazines.

11. Work with Marketing and Communications department to promote the planetarium; assist dean in obtaining corporate underwriting for planetarium shows.

12. Participate in budget process.

13. Operate a variety of equipment including a star projector, various audio and visual equipment, sound system, computer, various hand and power tools and office equipment.
14. Arrange and update exhibits in the lobby and other exhibit areas as needed.

15. Respond to issues or concerns concerning the planetarium facilities or programs; answer astronomy questions.

16. Serve as a liaison between the Community Education department and the Physical Sciences, Mathematics, and Engineering division.

17. Recruit, recommend for hire, train and provide work direction to assigned staff, including laser and astronomy show technicians and presenters.

18. Prepare curriculum, organize and oversee the annual Space Science Camp.

19. Research, organize, write and present planetarium programs as directed.

20. Participate in fundraising activities that benefit the planetarium.

21. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Modern planetarium practices and facility maintenance.

2. Operation of technical equipment related to planetarium use including modern computer operated star projector, digital projection equipment, laser equipment, and automation systems.

3. Astronomy, including constellations, evening sky and related knowledge.

4. Modern office practices, procedures and equipment.

5. Oral and written communication skills.

6. Interpersonal skills using tact, patience and courtesy.

7. Record-keeping techniques.

8. Principles of training and providing work direction.


ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

2. Oversee the planetarium facility, operations, and equipment.

3. Oversee and present programs and activities for college astronomy classes, group astronomy programs and the general public.

4. Accurately respond to questions regarding astronomy and space science.

5. Communicate effectively both orally and in writing.
6. Establish and maintain cooperative and effective working relationships with others.
7. Maintain records and prepare reports.
8. Operate a variety of technical equipment.
9. Meet schedules and timelines.
10. Work independently with little direction.
11. Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A Bachelor’s degree in astronomy or related field and two years experience in a planetarium.

WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor work environment.
2. Constant interruptions.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate planetarium equipment.
3. Seeing to monitor programs and equipment.
4. Climbing ladders and working from heights.
5. Sitting or standing for extended periods of time.
6. Lifting moderately heavy objects.

DATE APPROVED: Revised April 4, 2002; May 9, 2007
RANGE: N-52
EEO-CATEGORY: H-50