



PLANETARIUM COORDINATOR

SALARY GRADE: [C1-52](#)

DEFINITION:

Under the direction of an assigned supervisor, perform specialized activities and provide overall support and guidance to the day-to-day operations of the College's Planetarium facility and equipment, including serving as a presenter for various programs, shows and activities.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Provide support and expert guidance for all daily activities of the Planetarium, including problem-solving and decision-making related to the Planetarium facility, programming and equipment.
2. Present Planetarium programs to area schools and private and public groups, with a focus on providing learning opportunities in a compelling and creative manner. As appropriate, arrange for guest speakers to complement or highlight programs.
3. Research, creatively design and modify programs by creating custom visuals and program scripts.
4. Operate a variety of equipment including the Konica Minolta Infinium star projector, computer, various audio and visual equipment including the sound system, computer, various hand and power tools and office equipment.
5. Maintain the Planetarium facility; maintain and repair equipment; resolve technical and maintenance issues; modify and repair specialized Planetarium projection equipment, as well as standard audio and video equipment as necessary; contact outside vendors as needed for repairs; maintain documentation and inventory of equipment, problems, and repairs.
6. Assist in developing cooperative programs with the De Anza College instructional program; area school districts, colleges and universities; non-profit organizations and foundations; and cities and counties.
7. Communicate with other planetariums and outside organizations in person, on the telephone or online regarding new programs and technology.
8. Collaborate in the scheduling of Planetarium facilities for programs with schools and other community groups.
9. Train instructors and staff on the use of Planetarium equipment; provide technical and creative assistance to instructors and support for astronomy courses.
10. Research and recommend the purchase of new equipment and shows according to allotted funds; write technical bids for equipment purchases; work with Purchasing department for equipment requiring formal bid process.
11. Work with Community Education staff and the Office of Communications & External Relations to promote the Planetarium.
12. Participate in budget process as requested.
13. Arrange for and update exhibits in the lobby and other exhibit areas.

14. Serve as a liaison between the Community Education department and the Physical Sciences, Mathematics, and Engineering (PSME) division.
15. Assist dean and Foundation staff, as requested, in obtaining corporate and donor support for the Planetarium.
16. Implement College and District policies and practices, and best practices and guidelines related to the Planetarium facility.
17. Recruit, recommend for hire, train and provide work direction to assigned staff, including laser and astronomy show technicians and presenters.
18. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Modern Planetarium practices, Planetarium equipment, 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. Record-keeping techniques and tracking of data to inform decision-making.
6. Principles of training and providing work direction.
7. Public speaking techniques.

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. Creatively develop 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. Use interpersonal skills demonstrating tact, patience and courtesy in working with staff and community visitors.
6. Communicate effectively both orally and in writing.
7. Establish and maintain cooperative and effective working relationships with others.
8. Maintain records and prepare reports.
9. Operate a variety of technical equipment.
10. Meet schedules and timelines.
11. Work independently with little direction.
12. Train and provide work direction to others.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in astronomy or related field.
2. Two (2) years experience in a planetarium.

WORKING CONDITIONS:

Environment:

1. Indoor work environment.
2. Constant interruptions.

3. Dark, dimly lit and/or flickering light environment
4. Varied noise levels.

Physical Abilities:

1. Hearing and speaking to exchange information in person on the telephone and to make presentations.
2. Dexterity of hands and fingers to operate computer keyboard and planetarium equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 60 lbs.

Date Approved: Revised April 4, 2002; May 9, 2007, December 2015
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