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## **COORDINATOR, PLANETARIUM**

### **DEFINITION**

Under general direction, performs specialized activities and coordinates the operations and maintenance of the planetarium facility and equipment; supports various programs and activities for college classes, group astronomy programs and the general public; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory and managerial staff. May provide technical and functional direction and training to assigned staff.

### **CLASS CHARACTERISTICS**

This is a coordinator class responsible for planning, organizing and coordinating assigned instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from other classifications by having subject matter expertise in Astronomy and programming and operations of a planetarium. This class is distinguished from the Planetarium Specialist in that this class is responsible for the day-to-day operations of the planetarium and the production of programs used in the planetarium while the latter's primary responsibility is to presents such programs.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Coordinates the day-to-day operations of the planetarium facility and equipment.
- Prepares and presents planetarium shows, lectures, and programs for college classes, schools, community groups and the public; engages speakers and performers to enhance programs as appropriate.
- Researches, writes, produces new programs and updates existing programs using macros, computer codes and scripted modules to improve efficiency and enhance audio and visual effects in presentations.
- Operates a variety of equipment including a star projector, various audio and visual equipment, sound system, computer, various hand and power tools and office equipment.
- Maintains the planetarium facility and equipment; sets up, calibrates and maintains planetarium equipment as necessary; contacts outside vendors as needed for repairs.
- Keeps accurate maintenance records and inventory files on equipment.
- Provides instructional support services for the astronomy program; assists in instructional demonstrations of planetarium equipment and systems; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment.
- Works with college faculty and staff to enrich college coursework and programming with planetarium resources.
- Ensures proper use of planetarium equipment and systems by monitoring activities according to established rules and policies.

- Cleans and ensures proper storage of planetarium equipment; ensures planetarium and work areas are in clean and orderly condition.
- Collaborates with other stakeholders to determine the public show schedule, field trip show catalog, and special events.
- Researches, evaluates and recommends the purchase of new equipment and technology.
- Arranges and updates exhibits in the lobby and other exhibit areas as needed.
- Assists in the marketing and fund-raising activities for the planetarium.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Terminology, techniques, principles, theories, practices, and procedures related to Planetarium programs.
- Advanced principles and practices of planetarium equipment and technology operations and maintenance.
- Working knowledge of astronomy, astronomy concepts, and visual astronomy.
- Principles of computer coding and script writing.
- Presentation techniques.
- Record keeping principles and procedures.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

- 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.
- Present complex astronomical information and concepts to various audiences.
- Explain and apply principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the planetarium.
- Assist faculty and other staff in the use and operation of planetarium equipment and systems.
- Maintain planetarium and observatory equipment, materials, and supplies used in the planetarium.
- Estimate and order required supplies and equipment.
- Safely and effectively use and operate equipment required for the work.
- Establish and maintain filing, record keeping, and tracking systems.
- Understand and follow all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize work, set priorities, meet critical time deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in astronomy or related field and five (5) years of experience in a planetarium.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a classroom and/or office setting and use standard office equipment, including a computer; to climb and descend ladders; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is partially a sedentary office classification; frequent standing and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees work in a planetarium and office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**Salary Grade:** C1-59

**FLSA:** Non-Exempt

**EEO Code:** H-50

**Board Approved:** April 2021