

Job Summary:

Under the general supervision of the Planetarium & Science Center program manager develops marketing strategies, assists with media program production; makes public presentations; operates planetarium, star tour and other digital projection equipment; operates and maintains gift shop inventory and records; performs a variety of specialized and difficult clerical and secretarial work; relieves the program manager of administrative and clerical details; and performs related work as required.

Essential Job Functions:

- ▶ Makes public presentations in the Planetarium, History Theater and Learning Center Theater.
- ▶ Operates the ECCS computer program and reads ECCS code for the purpose of making presentations to Impact Center visitors.
- ▶ Assists in creating computer graphics for the purpose of creating new programs.
- ▶ Markets programs to planetariums for the purpose of building clientele.
- ▶ Receives encoding data from clients for the purpose of processing necessary client information.
- ▶ Processes client contracts for the purpose of meeting required TCOE and business office procedures and requirements.
- ▶ Operates the History Theater projection system for the purpose of providing history-related presentations to visiting groups.
- ▶ Operates the Full-Dome system for the purpose of presenting Full-Dome programs to visiting groups.
- ▶ Creates specialized tickets for the purpose of facilitating planetarium ticket sales.
- ▶ Processes invoices for the purpose of collecting appropriate fees for productions and presentations.
- ▶ Coordinates the presentations at the Ag Museum Learning Center and the Planetarium & Science Center for the purpose of providing workable staff schedules and presentations that are well-attended.
- ▶ Operates the Ag Museum projection system for the purpose of making presentations to visiting groups.
- ▶ Collects fees from visitors for the purpose of facilitating admission to the planetarium and depositing appropriate revenue with TCOE business services.
- ▶ Assists in studio filming for the purpose of creating media for new Center programs.
- ▶ Regulates merchandising, sales, deposits and record-keeping of the Center gift shop for the purpose of maintaining accurate records of the transactions which occur in the Impact Center gift shop.
- ▶ Greets visitors, coworkers, principals, school staff, teachers, aides, parents, and the general public to furnish information, materials, and miscellaneous assistance.
- ▶ Prepares letters, memos, flyers, schedules, requisitions, confirmations, evaluations, scripts, information packets, various forms to provide accurate, complete and presentable documents.
- ▶ Maintains schedules, calendars (workshops, conferences, classes, evening and special shows), teleconferences, files, records (absence), activity expenses, and mileage to ensure efficient operations.
- ▶ Processes office mail, purchase orders, facility requests, pay vouchers, faxes to provide timely and accurate distribution.
- ▶ Operates word processor/computer, fax machine, laminator, calculator, copier, typewriter, answering machine, satellite, and AV equipment to complete essential functions.
- ▶ Inventories equipment and supplies to maintain an accurate record of items for the Tulare County Office of Education.
- ▶ Assists teachers, students, and the general public to greet and seat classes, introduce and run programs.
- ▶ Assists the supervisor for the purpose of processing Center programs.
- Retrieves files and information for the purpose of complying with requests for information and materials.

Skills, Knowledge and/or Abilities Required:

- ▶ **Knowledge of:**
 - ECCS computer program operation and code interpretation;
 - Planetarium projection formats and terminology;
 - correct English usage, spelling, grammar and punctuation, office methods, practices and procedures, including letter writing;
 - receptionist and telephone techniques;
 - filing systems;
 - computer programs including Microsoft Word, Excel and Outlook, computer graphics, Adobe Photoshop and Illustrator;
 - research methods and procedures;
 - marketing strategies
- ▶ **Skills to:**
 - operate planetarium digital projection equipment;
 - operate projection system in the History Theater and Learning Center Theater;
 - record attendance and ticket sales of evening shows;
 - operate electronic cash register;
 - type at a speed of 45 words per minute from clear copy;
 - edit and repair digital images;
- ▶ **Ability to:**
 - work effectively in a wide variety of situations involving the public and students;
 - follow oral and written directions;
 - perform clerical work requiring independent judgement, accuracy, and speed;
 - understand the rules and procedures and apply them with good judgement in a variety of situations;
 - maintain cooperative relationships with those contacted in the course of work;
 - understand digital media production methods and techniques;
 - use computers to enter data, update and create correspondence, enter and retrieve documents;
 - catalog, organize, and stock gift shop inventory;
 - perform research on the Internet;
 - create sales and deposit summaries.

Training Required:

- ▶ On-the-job training or formal training in working with students and adults in a classroom setting.

Education Required:

- ▶ High school diploma or the equivalent.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Valid California Drivers' License and proof of automobile insurance.
Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

August 2015

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.