

JOB DESCRIPTION

-Job Title: Planetarium & Science Center Coordinator (9776)

Job Summary:

The job of Planetarium & Science Center Coordinator is done for the purpose/s of directing and managing the Planetarium & Science Center including the planetarium, exhibit and Ag Museum Learning Center programs under the direction of the Assistant Superintendent. Planning and implementing the daily staffing and operational activities of the department; training and supervising the performance of assigned personnel; and providing highly responsible and complex administrative and technical support to the Planetarium & Science Center facility and staff. Instruction; developing, producing and coordinating Planetarium & Science Center programs, developing and maintaining multi-media and planetarium equipment and performing other work as required.

Essential Functions:

- Manages the work flow of the department for the purpose of insuring all assigned projects are completed in a timely manner.
- Plans/directs the activities and operations of the Planetarium & Science Center.
- Plans/implements long and short-term programs and activities for the purpose of enhancing programs and services.
- Plans/implements the daily staffing and operational activities of the department including systems design, development and implementation, computer programming and computer system operation for the purpose of insuring the needs of staff and visitors are met and the systems in place are functional.
- Represents the Planetarium & Science Center department in meeting with other departments, school district personnel, vendors and other agencies for the purpose of coordinating activities and programs, facilitating problem-solving discussions, responding to and resolving issues, exchanging information and actively promoting customer service.
- Supervises and evaluates personnel for the purpose of training, directing the work, and evaluating performance levels of Planetarium & Science Center personnel under direct supervision.
- Identifies/resolves technology-related issues or problems for the purpose of insuring the needs of the Planetarium & Science Center are met and the systems in place are functional.
- Develops, plans, and coordinates equipment, computer hardware and software acquisition and installation for the purpose of Planetarium & Science Center technology needs and directions.
- Administers and maintains organization of program data storage servers, backup systems and archives.
- Creates multimedia and interactive content for the purpose of updating and creating programs for the Planetarium & Science Center.
- Manages the production of filmed content for use by the Tulare County Office of Education.
- Plans and manages the live production of filmed content for events, conferences and competitions.
- Develops and administers the budget for the purpose of projecting, recording and administrating expenditures made by the Planetarium & Science Center including the Planetarium & Science Center gift shop.
- Maintains inventory of Planetarium & Science Center equipment for the purpose of business audits.
- Publishes dates, descriptions, grade level application and content standards for the purpose of informing school districts and the public of Planetarium & Science Center program content.
- Makes presentations for the purpose of informing visitors, school districts and the community about the Planetarium & Science Center and program content.
- Researches written information and images for the purpose of finding accurate information and current images to present in Planetarium & Science Center programs.
- Prepares reports, proposals, promotional materials, etc., for the purpose of creating resources for the Planetarium & Science Center.

Skills, Knowledge and/or Abilities:

Skills to:

- direct operation of Planetarium & Science Center staff, theaters, equipment, facilities and gift shop;
- plan, develop, and implement presentation systems for use by the Planetarium & Science Center;
- develop filmed and interactive content for use by the Planetarium & Science Center and organization;
- organize workload and that of others;
- operate computers and applicable programs;
- perform accurate research;
- write scripts;
- operate office and equipment related to presenting filmed and interactive content;

Knowledge of:

- principles and practices of administration, supervision and training;
- computer management, operations and system administration;
- computer technology, software design and programming, and software applications;
- budget preparation and control;
- operation, maintenance, and repair of computer, camera, broadcast, audiovisual and electronic equipment;
- camera, broadcast, sound recording and mixing equipment, advanced projection design and implementation;
- Adobe Photoshop, Illustrator, Premier, After Effects, Audition, Apple Final Cut Pro software;
- interactive design and implementation including programming with AppleScript, ECMAScript and C-language family
- California Content Standards and subject areas commonly taught in schools;
- research methods and procedures;
- script writing and story boarding;

Ability to:

- plan, organize and administer Planetarium & Science Center services;
- plan and implement technology-related projects;
- supervise the performance of assigned personnel;
- analyze problems, identify alternative solutions and implement recommendations in support of program goals;
- meet schedules and time lines;
- work independently with little direction;
- plan and organize work;
- communicate clearly, orally and in writing;
- multi-task;

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and supervising the use of funds. Utilization of some resources from other work units is often required to perform the job's functions. There is continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

FLSA Status: Exempt**July 2017**

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.