

**JOB DESCRIPTION**

**Job Title:** Facilitator, Stage & Space Collaborative (SSC) (9977)

**Job Summary:**

Under general supervision and direction of the Planetarium and Science Center Coordinator and/or designee(s), responsible for the daily operations of the Planetarium and will assist with office management and basic clerical duties in support of the Director. This position will also manage field trips and reservations for the Planetarium and Science Center, facilitate educational presentations, and may assist the OnStage Staff with theater productions, as needed.

**Essential Duties:**

- Manage and facilitate all reservations for the Planetarium and Science Center; identify and coordinate any special accommodations needed.
- Prepare and conduct educational presentations in the Planetarium, Science Center, and Ag Museum Learning Center Theaters.
- Coordinate field trips and perform orientation presentations upon arrival at the facility.
- Operate multiple theater systems to provide science, astronomy, and social studies presentations to visiting groups.
- Conduct live astronomy presentations in the Planetarium Theater.
- Perform general clerical accounting duties, such as processing payments and invoices, preparing budget reports, and sending information to appropriate personnel as assigned.
- Assist with ordering supplies and materials and preparing requisitions, as needed.
- Coordinate the presentation and theater production schedule for multiple sites and OnStage teams.
- Assist with organizing and coordinating theater company box offices.
- Perform basic clerical duties to maintain the OnStage workspace such as answering phones when the OnStage Coordinator or Facilitator is not present, responding to general emails, preparing documents and fliers, answering questions, ordering supplies, etc.
- Assist with marketing, websites, and social media, as needed.
- May assist with teaching students music, choreography, and basic blocking for a theatre production in the absence of OnStage Staff.
- Develop and maintain positive working relationships with school sites, staff, and various other stakeholders to promote collaboration with the professional arts and science communities.
- Travel to various locations throughout Tulare County for work-related duties.
- Perform other related duties, as assigned.

**Skills, Knowledge and/or Abilities:**

**Skills to:**

- conduct educational presentations for large groups;
- assess and interpret situations and make decisions quickly and effectively;
- confidently present and perform in front of students, parents, administrators, and the public;
- perform basic clerical duties such as preparing documents, operating office equipment, answering phones, typing correspondence, etc.
- operate a variety of office equipment.

**Knowledge of:**

- reservation systems and procedures;
- providing exceptional customer service to a variety of audiences, including large groups;
- basic theatre, vocal, and dance terms and techniques;
- correct English word usage, spelling, grammar and punctuation;
- modern office methods, practices, and procedures;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

**Ability to:**

- operate theatre and sound equipment;
- perform clerical work including managing records and general accounting with speed and accuracy;

- create, update, maintain and share Excel, Word, Access, and Google documents;
- write legibly, communicate effectively and understand and carry out oral and written directions;
- maintain cooperative relationships with those contacted in the course of work;
- read/interpret/apply rules, regulations, policies;
- understand and carry out oral and written instructions;
- plan and organize work to meet schedules and deadlines;
- work flexible hours including frequent evenings and/or weekends;
- travel throughout the county using own vehicle;
- regularly attend trainings for professional development.

**Responsibilities include:**

This position involves frequent communication with large groups, requiring face-to-face discussions, phone calls, and email correspondence. Daily interactions with staff, stakeholders, students, and the public are essential to facilitate educational presentations and manage reservations for the Planetarium and Science Center. Physical demands include sitting continually (42%) and walking less than half the time (43%), with minimal physical demands such as standing (15%) and occasional lifting, carrying, pushing, and pulling. The role also involves some climbing, kneeling, and crouching. The position is primarily indoors in an environmentally controlled setting, with occasional travel to various locations throughout for work-related duties.

**Education Required:**

- High school diploma or equivalent.

**Experience Required:**

- Two (2) years of experience working with school-aged children is required.
- Experience with theatre productions and/or conducting group presentations is preferred.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.
- Must be able to use own vehicle to travel throughout the County, as needed.

**FLSA Status:** Non-Exempt

March 2025

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.