

Ella Sharp Museum Job Description Planetarium Operator & Museum Educator

Reports To: *Director of Learning & Engagement*
Classification: *Full-Time, Exempt*
Department: *Learning & Engagement*
Location: *3225 Fourth St. Jackson, MI*

Supervises: *None*
Salary range: *\$35,600-37,000 option for health benefits*

About this position

The Planetarium Operator & Museum Educator develops and presents to groups visiting the Hurst Planetarium and other ESM audiences as needed using Uniview digital planetarium software. In addition, The Planetarium Operator & Museum Educator develops and delivers programming for the Ella Sharp Museum as a whole. Some weekend and evening work is required.

Representative responsibilities of this office include:

1. Design and conduct planetarium programs for general public, schools, homeschoolers, camps, scouts, and other groups
2. Maintenance of planetarium computers and projection equipment
3. Aids the development of science-based programming in the Hurst Planetarium, art, history, and science programs and activities in Ella Sharp Museum and buildings, and outreach programs
4. Trains auxiliary and support staff on Planetarium operations as needed
5. Maintain familiarity with current events and especially in the areas of astronomy and other science relevant to STEM programming, art and Jackson history
6. Participates in staff meetings and activities as determined by the Director of Learning & Engagement
7. Manage & staff Hurst Planetarium facility rentals as needed (birthday parties, weddings, corporate bookings, etc.)
8. Supports the Learning & Engagement Department by preparing materials for various programs, set-up, and other tasks as needed
9. Responsible for setting ticket prices and managing attendance for planetarium programs
10. Set up seating for public shows, group visits, and private programs
11. Other duties as assigned

Desired Qualifications:

- Bachelor's degree from a four-year college or university in Education, Science, or related field; or one to two years related experience and/or training; or equivalent combination of education and experience. Knowledge, coursework, or experience in general science and/or astronomy preferred
- Strong public presenting skills with the ability to engage audiences in live programming. Experience public speaking preferred.
- High energy and engaging public demeanor
- Excellent interpersonal and communication skills
- Strong computer skills and knowledge of Windows Operating Systems

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level, and lift/carry 25 lbs. The noise level in the work environment is variable and unpredictable, ranging from quiet to loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All job applicants receive equal consideration for employment.

About the Ella Sharp Museum

The Ella Sharp Museum, a 501(c)(3), was founded in 1965 and offers programs, exhibits, and experiences preserving community history, advancing art appreciation, and connecting children with astronomy. Our 6-acre campus includes the Hadwin Center with exhibit galleries, program spaces, rental facilities, and offices; the Merriman Sharp farmhouse, a one-room schoolhouse, a

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log cabin, barn and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history and the arts. Additional information about Ella Sharp Museum is available at www.ellasharpmuseum.org.

How to apply: Submit cover letter and resume via email to: Katie Gigliotti, Director of Learning & Engagement, Ella Sharp Museum, KatieG@EllaSharp.org Resumes will be reviewed upon receipt. Position open until filled