



### **NEW EMPLOYMENT OPPORTUNITIES**

Please apply directly to [kendra@vanderbiltmuseum.org](mailto:kendra@vanderbiltmuseum.org)

#### **Job Title: Astronomy Educator and Outreach Coordinator/Full time**

**Summary:** The Suffolk County Vanderbilt Museum and Reichert Planetarium is seeking a reliable full-time Astronomy Educator and Outreach Coordinator to join our team. The primary function of the Astronomy Educator and Outreach Coordinator will be to plan, produce and present astronomy-related outreach programs to schools, libraries and other organizations that are outside the scope of the Vanderbilt Museum. This is a revenue-growth position.

**Location:** Suffolk County Vanderbilt Museum and Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

**Status:** Exempt

**Range:** \$44,000.00 - \$50,000.00 annually

**Hours:** Year-round full-time position, must be available to work 35 hours per week, **in person**, including weekends, some evenings and minor holidays, and occasional overnights, as required.

#### **Duties and Responsibilities include the following:**

- Reporting to the Planetarium Director, the Astronomy Educator and Outreach Coordinator is responsible to plan, produce and present astronomy-related outreach programs to schools, libraries and other organizations that are outside the scope of the Vanderbilt Museum.
- Work with the Planetarium Director and the Astronomy Education Coordinator to develop and present STEM-related programming both onsite and offsite in hybrid formats.
- Assist in the day-to-day operations of the Planetarium.
- Work with other Planetarium staff to conduct workshops, scout programs, camps, Astronomy Day events and any other astronomy-related programs.
- Attend conferences related to the Planetarium field for professional development.
- Set up and utilize telescopes for both onsite and offsite events and programs.
- Transport, set up and present programs using the Traveling Planetarium portable dome.
- Prepare and teach onsite and offsite classroom learning labs and workshops for students, families and adult groups.
- Prepare and present onsite and offsite large-scale assembly programs and Planetarium presentations.
- Work closely with the Planetarium Education Coordinator to present workshops, demonstrations and hands-on experiences to guests in the Planetarium lobby and the grounds of the Vanderbilt Museum.
- Advocate the department goals of developing and expanding programs while exploring revenue opportunities, driving revenue and meeting goals.
- Assist the Admissions Team on an "as needed" basis.
- Work independently under the guidance of the Planetarium Director and Executive Director of the Museum.

- Attend and participate in department meetings.
- Weekends, some evenings and minor holidays, and occasional overnights, as required.
- Perform other related duties as assigned.

**Skills:**

Experience with children's programs a must  
Working knowledge of Next Generation science standards  
Ability to work proactively without supervision and to use good judgment  
Exceptional organizational skills with strong attention to detail  
Efficient multi-tasker to handle multiple projects in a fast-paced environment

Excellent verbal communication and interpersonal skills  
Deadline and accuracy driven  
Capable of using computers, projectors, audio/visual equipment, and Smart Boards  
Ability to stand for long periods of time, kneel, stoop, crouch and to lift at least 5 pounds

**Experience:**

Bachelor's Degree in Education, Astronomy, Natural Sciences, or equivalent field of study (Required)  
Valid NYS Drivers License (Required)  
US work authorization (Required)

Smoking is prohibited on Suffolk County property.

*The Vanderbilt Museum and Planetarium is an Equal Opportunity Employer.*