



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Planetarium Console Operator/Part-time

Summary: The Suffolk County Vanderbilt Museum and Reichert Planetarium is seeking a skilled and enthusiastic part-time planetarium Console Operator to help deliver engaging and educational experiences for visitors of all ages. The primary function of the planetarium Console Operator is to present both live and pre-recorded planetarium shows to the public. The individual in this role will be responsible for providing exceptional guest satisfaction to museum visitors. The candidate will report directly to the Planetarium Director and the Admissions and Retail Supervisor.

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

The Suffolk County Vanderbilt Museum and Reichert Planetarium is located on the beautiful property of Eagle's Nest, the former summer residence of William K. Vanderbilt II. There are very few workplaces that are as picturesque. This is an excellent opportunity to join our wonderful team of employees, all of whom are excited to share and work together to bring the very best to the museum and planetarium visitors.

Pay Range: \$17.00 - \$19.00 per hour

Status: Part-time, non-exempt

Hours: Part-time year-round position, **in person**, for Fridays and Saturdays during the hours of museum operation. Some flexibility for certain holidays and school closures, such as Presidents' week, winter break and spring break.

Duties and Responsibilities include the following:

- Provide exceptional guest satisfaction and ensure the safety and comfort of all visiting patrons during presentations.
- Possess an inherent enthusiasm for subjects related to astronomy and a willingness to share and teach others.
- Stay informed about current astronomical events and integrate them into programming when appropriate.
- Responsible for the operation of sophisticated planetarium systems to engage both large and small audiences.
- Maintain and troubleshoot planetarium hardware and software, ensuring optimal performance.

- Present laser shows using the planetarium's laser projection system.
- Conduct hands-on astronomy demonstrations and crafts.
- Assist astronomers, educators, and presenters with technical support before and during programs.
- Communicate effectively to a broad range of age groups.
- Answer questions related to astronomy.
- Confident and effective public speaking.
- Comfortably operate in low to zero light environments.
- Possess computer skills with a willingness and ability to learn and use the museum's Blackbaud system, Altru.
- Learn new software and applications as museum administrators implement them.
- Willingness and ability to occasionally work outdoors.
- Basic cleaning of the planetarium lobby, café and gift shop.
- Demonstrate integrity, professionalism, civility, and a high degree of ethics in all job-related actions.
- Must be available to work weekends, evenings, some minor holidays and school closures.
- Perform other related duties as assigned.

Skills:

Adaptable, flexible, energetic and a fast learner

Exceptional customer service skills

Excellent verbal and written communication skills

Punctual and professional presentation

Positive attitude

Work successfully in a multi-cultural environment

Take directions and complete tasks on time

Work independently as well as with team members

Sit or stand for long periods of time

Ability to lift 50 pounds

Experience:

Bachelor's degree in astronomy, physics, planetary science, education, or theater arts, or work in progress toward a bachelor's degree with at least two years' work satisfactorily completed. (Required)

- Equivalent experience in a planetarium or science museum environment considered.

Basic understanding of audio and video components (Required)

Experience operating technical or audiovisual equipment in a live show or educational setting (Preferred)

Experience with telescope operation (Preferred)

Knowledge of scripting or multimedia production (Preferred)

Computer proficiency (Required)

US work authorization (Required)

The Suffolk County Vanderbilt Museum and Reichert Planetarium is an Equal Opportunity Employer.